

Asset Documentation Associate

National Association of Home Inventory Professionals (NAHIP™)



Full or Part-time

The National Association of Home Inventory Professionals is seeking Asset Documentation Associates nationwide to help fulfill our mission to make documentation services available in all states and regions. We provide the training allowing a motivated individual to learn the skills necessary to start earning within one to two weeks. As an Asset Documentation Associate you will market and promote services, respond to inquiries, schedule appointments and visit homes and small businesses to record descriptive details about their assets. Associate tasks include entering the descriptive details into the professional software, taking and attaching digital images and generating a reporting package which is created automatically from the software and serves as your final product for your clients.

Excellent opportunity to earn six figure income with generous commission split 75% of all sales with no limit. Typical sale is between \$349 & \$649 per client to perform documentation services with motivated Associates earning approximately \$120,000 to \$165,000 on average annually.

QUALIFICATIONS:

- Basic Computer Skills (computer with Windows 7 or higher required)
- Ability to use a simple digital camera
- Excellent Communication Skills
- Excellent Organizational Skills
- No previous experience required

DUTIES:

Sales:

- Build relationships with local insurance agents, financial planners, attorneys, accountants, moving companies & security companies who can send you referrals. Marketing letters to make initial contact are provided by NAHIP. All marketing materials are provided by NAHIP and include letters, brochure, press release and print ads. You'll explain the benefits of asset documentation which provides protection and peace of mind by ensuring a fair & prompt insurance settlement should a loss occur.
- Respond to direct referrals from the National Association website and provide services upon request.
- Place brochures with local businesses in the community to attract new customers.
- Place Ads provided in local newspapers to attract new customers.
- Work Full or Part Time – Flexible Hours - Setup appointments based on your availability.

Service:

- Document assets for home and small business owners using professional software. Associates will take digital pictures of valuables such as furniture, electronics, appliances, collections, jewelry etc., enter descriptive details into the software, attach images and create a reporting package which is easily generated using the professional software. Training materials & complete instructions provided for new Asset Documentation Associates.

COMPENSATION:

- Commissions Only: 75% of Sales with NO limit on earnings.
- Commissions paid 2 days following the 15th & 30th of every month.

APPLY:

- Email hr@nahip.com and tell us why you feel you would be a valued Associate. Attach a current resume if available.

CONTACT:

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ABOUT US:

The National Association of Home Inventory Professionals™ is a highly dedicated group of professionals working to ensure the protection of home and small business owners by providing property documentation services.

Fire, theft and natural disasters are unfortunate events that happen every day, which is why insurance companies and financial planners recommend keeping a detailed record of personal property to maximize and simplify insurance claims.

Our vision is to function as the primary resource of education and services for Professional Documentation service providers across the country. Our vision includes raising the public awareness on the benefits of asset documentation services to make a positive difference in people's lives.

Our mission is to develop, lead and promote the professional documentation service industry to benefit both members and the community across the country.

NAHIP, LLC is an equal opportunity employer registered in the State of Connecticut since 2006. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.