



Looking for a Flexible Full Time Job? Enjoy the freedom of working from your home on your own schedule?

Join our growing team as a Professional Services Representative!

Lexipol is searching for Professional Services Representatives to assist clients with customizing their policy manual to fit the needs of our clients' agencies, bringing the policy manual online within a specified timeframe, providing policy-related training, managing an assigned agency's content. It is a client-facing role with approximately 10% travel to client sites.

- ★ This is a remote home based fulltime position and employees with a flexible 40- hour work week schedule. Home office must have reliable high speed internet connectivity.

KEY RESPONSIBILITIES:

- ★ Applies knowledge and understanding of risk management principles, practices, and their application within the agency, while conducting a review of a client's existing policy-related content.
- ★ Manages and documents all phases of a project to meet or exceed project timelines.
- ★ Provides project direction to clients in a remote collaborative team environment
- ★ Creates a client-specific training package and conducts on-site content-related training

QUALIFICATIONS:

- ★ Proven experience developing and managing complex, long-term projects. Exceptional project organization and time management skills.
- ★ Prior experience with Lexipol's online content delivery system helpful.
- ★ Ability to successfully manage time and projects while working autonomously and telecommuting.
- ★ Proficient with Microsoft Office applications (e.g., Word, basic Excel, Outlook) and common internet resources.

EDUCATION AND EXPERIENCE:

- ★ Bachelor's Degree in criminal justice, business administration or a relevant field is required.
 - Or combination of education and commensurate experience in development of policy and procedures to public safety agencies will be considered.

COMPENSATION AND BENEFITS:

Lexipol offers a flex schedule; competitive hourly rate and full benefits package with 401(k) with Company match and paid time off.

For consideration, please email your resume, cover letter, and hourly pay rate expectations to hr@lexipol.com