

Mobile Notary

WHAT WE'RE LOOKING FOR:

Are you a Missouri notary? Do you love helping people, and do you project confidence and enthusiasm in your interactions? Do you convey professionalism while still having fun? This could be a great fit for you!

DUTIES WILL INCLUDE:

- Attend client signings on location (may be at a coworking office location, coffee shop, library, a client's home, a hospital, etc.);
- Notarize documents at signing appointments; and
- Coordinate clearly with firm employees to communicate availability and scheduling.

That's it!

SCHEDULING:

Number of hours will vary based on needs, but I estimate 3-5 hours per month. Client signings typically take between 15-30 minutes and will be in the St. Louis metro area.

I will coordinate with the right candidate to schedule signings at the times that work best, but your availability must fall during these days/times:

Monday, between 9am - 4pm
Wednesday, between 9am - 12pm
Thursday, between 9am - 4pm

Again, the timing is flexible within these windows as long as you have some availability within the times set out above and communicate clearly with me in advance. Every effort will be made to "batch" client signings on the same day/around the same time.

Mobile Notary

OTHER IMPORTANT DETAILS:

This is an independent contractor position; you will **not** be an employee of the firm.

You **must** have your own reliable transportation and your own notary supplies.

NEXT STEPS:

If you're enthusiastic, reliable, a nonsmoker, and punctual,
I'd love to talk to you.

Please apply by sending an email to info@emeraldawco.com with:

- o Your name
- o Your phone number
- o What days and times during the week you are available
- o Why you'd be great for this position
- o What you do on the other days of the week (other jobs? parenting? school?)

Please add the word "CHEESE" in the subject line (to ensure you've read this post in its entirety).

Thank you!

****Interested but not a Missouri notary yet? Let me know that when you reach out****