

WORK VAPOR

Job Link: <https://workvapor.in/jobs/ai-tools-based-sales-support-coordinator-hybrid-job-347324/>

HIRING ORGANIZATION

V Global

EMPLOYMENT TYPE

Intern

JOB LOCATION

Kandivali East, India

? Remote work from: India

AI TOOLS BASED SALES SUPPORT COORDINATOR – HYBRID JOB

BASE SALARY

INR 20000 - INR 24999

DESCRIPTION

V GLOBAL – AI-Enabled Sales Coordinator

V Global is hiring an AI-enabled Sales Coordinator for follow-ups, KIT communication, CRM updates, and business support. This is a growth-focused hybrid role in Kandivali East, Mumbai. Freshers with good internship experience and AI tool exposure can also apply.

Location: Kandivali East, Mumbai

Job Type: Hybrid

Mode: First 3 months Work From Office, after probation hybrid

Salary: ?20,000 – ?25,000 per month

Contact Details:

HR Team: +91 7021041001

Email: hr1@vglobalindia.in

What You Will Do

- Manage regular follow-ups with prospects and customers
- Handle KIT communication and lead coordination
- Update CRM and maintain lead records
- Support sales, marketing, and management teams
- Draft WhatsApp messages, emails, and proposals
- Use AI tools for summaries, writing, and productivity support
- Help with exhibitions or events if needed

Requirements

- Good communication and follow-up skills

- Strong accountability and ownership
- Interest in AI tools and productivity systems
- Organized and disciplined working style
- Comfortable with Excel, Google Sheets, and basic CRM tools
- Ability to learn quickly and work consistently

Preferred Skills

- Any degree
- AI tool exposure like ChatGPT or Canva AI
- Content drafting skills
- Sales coordination or customer follow-up experience
- Internship experience in sales, marketing, or coordination

Growth Opportunity

- AI-enabled business operations
- Sales strategy support
- CRM automation
- Digital business coordination
- Client relationship management

Benefits

- Flexible schedule
- Internet reimbursement
- Leave encashment
- Paid sick time

Education & Experience

- Bachelor's degree required
- AI tools knowledge: 1 year required
- Work location: Hybrid remote in Kandivali, Mumbai, Maharashtra

How to Apply

Interested candidates can share their resume or connect directly for a quick discussion.

Email: hr1@vglobalindia.in

WhatsApp: +91-7021041001

RESPONSIBILITIES

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WORKING HOURS

Internet reimbursement

EDUCATION

AI tool exposure like ChatGPT or Canva AI