# WORK VAPOR

Job Link: https://workvapor.in/jobs/appointment-setter-meeting-coordinator/

# APPOINTMENT SETTER / MEETING COORDINATOR

## BASE SALARY

**INR 10000 - INR 15000**

## HIRING ORGANIZATION

**AWAS Marketing**

## EMPLOYMENT TYPE

**Full-time**

## JOB LOCATION

**? Remote work from: India**

## DESCRIPTION

**Job Role: Meeting Coordinator / Appointment Setter**

**Company:** AWAS Marketing
**Location:** Remote (Delhi NCR Preferred)
**Salary:** ?10,000 – ?15,000 per month + Performance Incentives
**Experience:** 1–2 Years in Telecalling, Sales or Customer Support
**Job Type:** Full-time
**Working Days:** Monday to Saturday
**Working Hours:** 10:00 AM – 7:00 PM
**Joining:** Immediate – Within 15 Days
**Education:** Graduate Preferred, Not Mandatory

**HR Contact Details**

**Email:** aryan@awasmarketing.com

**Overview**

AWAS Marketing, a Delhi-based performance marketing agency, is hiring a Meeting Coordinator / Appointment Setter. The selected candidate will connect with prospective clients, explain marketing services and schedule meetings with the company's founder.

**Key Responsibilities**

- Call and message prospective clients interested in the agency's services.
- Explain services and pricing professionally.
- Handle basic questions and client objections.
- Follow up with potential clients and schedule meetings.

- Send meeting reminders and coordinate client attendance.
- Update lead details after every interaction.
- Record calls and share daily progress reports.

**Requirements**

- 1–2 years of experience in telecalling, inside sales, appointment setting, customer support or business development.
- Fluent Hindi and good English communication skills.
- Confidence in speaking with business owners and decision-makers.
- Good follow-up and lead management skills.
- Knowledge of Google Sheets, WhatsApp and calling tools.
- Ability to work independently from home.
- Graduate preferred but not mandatory.
- Must have a personal laptop and stable internet connection.

**Salary & Benefits**

- Fixed monthly salary of ?10,000 – ?15,000, based on experience.
- Incentive for every meeting booked.
- Additional incentive for every client who attends the meeting.
- Uncapped performance-based earning potential.
- Calling number and recharge provided by the company.
- Training, call scripts and daily lead sheets provided.
- Work From Home opportunity.

**Important Information**

- Full-time remote position.
- Calls are recorded for quality and training purposes.
- A paid trial period applies.

**How to Apply**

Interested candidates should email their updated resume along with a **1-minute voice note or introduction video** to:

**aryan@awasmarketing.com**