

WORK VAPOR

Job Link: <https://workvapor.in/jobs/email-support-executive-freshers/>

HIRING ORGANIZATION

Apsensys Media LLP

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 3, 2026

JOB LOCATION

Karnataka, India

EMAIL SUPPORT EXECUTIVE – FRESHERS

BASE SALARY

INR 15000 - INR 16000

DESCRIPTION

Job Role: Email Support Executive – Sales & Outreach | Freshers

Company: Apsensys Media LLP

Job Type: Full Time

Work Location: Horamavu, Bengaluru, Karnataka | In Person

Salary: ?15,000–?16,000 per month

Experience: Freshers Preferred

Education: 12th Pass | Bachelor's Degree | Master's Degree

Shift: Night Shift

Working Hours: 6:30 PM to 3:30 AM

Contact: 7618757778

Apsensys Media LLP is hiring **Email Support Executives** for an entry-level sales and outreach position. Freshers are preferred for this opportunity.

The role involves email communication lead generation and follow-ups. Candidates should have basic English writing skills and basic computer knowledge.

Key Responsibilities

- Research potential business prospects.
- Send professional sales emails.
- Send follow-up emails to prospects.
- Build and manage a lead pipeline.
- Follow up with potential clients.
- Convert qualified leads into clients.
- Maintain lead and sales records.
- Coordinate with internal teams.
- Meet daily and monthly outreach targets.

- Meet assigned conversion targets.

Eligibility

- 12th pass candidates can apply.
- Bachelor's degree holders can apply.
- Master's degree holders can apply.
- **Freshers are preferred.**
- Experienced candidates can also apply if they are comfortable with the offered salary.
- Hindi is preferred.
- Basic English reading and writing skills are required.
- Basic computer knowledge is mandatory.

Required Skills

- Good written communication.
- Basic email drafting.
- Internet research skills.
- Attention to detail.
- Good organisational skills.
- Willingness to learn.
- Positive attitude.
- Self-motivation.
- Ability to work with sales targets.

Work Details

- **Night shift is mandatory.**
- Working hours: **6:30 PM to 3:30 AM.**
- Full-time position.
- Work location is **in person in Horamavu, Bengaluru.**
- Candidates should be able to commute to the location.

How to Apply

Click **Apply Now** and send your updated resume to:

Phone: 7618757778

Interviews are being scheduled this week.