

WORK VAPOR

Job Link: <https://workvapor.in/jobs/part-time-remote-client-support-executive-hiring-375427/>

HIRING ORGANIZATION

Mockitx

EMPLOYMENT TYPE

Part-time

JOB LOCATION

? Remote work from: India

PART-TIME REMOTE CLIENT SUPPORT EXECUTIVE HIRING

BASE SALARY

INR 50000 - INR 60000

DESCRIPTION

Part-Time Client Coordination Executive (Work From Home)

Mockitx

Mockitx is hiring a **Part-Time Client Coordination Executive**. This is a **remote work from home** opening. The hiring office is located in **Gwalior**. The post says this opening is **exclusive for women candidates**.

Contact Details

Email: support@mockitx.com

WhatsApp: +91 9098865712

Job Highlights

- Company: Mockitx
- Position: Part-Time Client Coordination Executive
- Work mode: Work From Home
- Hiring office location: Gwalior
- Candidate type: Women candidates only
- Experience: 0 to 1 year
- Openings: 1
- Employment type: Part Time, Temporary / Contractual
- Industry: Education / Training
- Department: Sales & Business Development
- Role category: BD / Pre Sales

Job Overview

This role is for client coordination and business support. You will contact colleges, companies, HR professionals, and other clients. You will also help the Founder with meetings, follow-ups, and daily coordination.

The work needs good communication and regular reporting. You must keep client records updated and communicate in a professional way.

Role and Responsibilities

- Contact colleges, companies, HR professionals, and prospective clients
- Schedule appointments and meetings for the Founder
- Follow up with existing and new clients by phone, email, and WhatsApp
- Collect updates from clients about ongoing discussions
- Maintain records of appointments and follow-ups
- Coordinate daily with the Founder
- Prepare and submit daily work reports
- Represent Mockitx in a professional way

Preferred Candidate Profile

- MBA or BBA students are preferred
- Graduates can also apply
- Freshers are welcome
- Good English and Hindi communication skills
- Confident speaking on the phone
- Good client coordination skills
- Basic knowledge of Excel, Google Sheets, MS Word, and Email
- Self-motivated and organized

Working Hours

- Monday to Saturday
- 11:00 AM to 4:00 PM IST
- Lunch break from 1:00 PM to 2:00 PM
- Actual work time: 4 hours per day

Compensation

The post shows salary as **₹50,000 to ₹60,000 per year**. It also mentions **₹4,000 per month** in the compensation section. Please note both details are written in the source.

The company also says there may be a **performance-based salary revision** based on contribution.

Perks and Benefits

- Mobile bill reimbursement
- Work from home
- Growth opportunity as the company expands

Education

- UG: Any Graduate

Key Skills

- Business Development
- Sales
- Presales
- Tele / Inside Sales
- Test Preparation Packages
- Sales Support / Presales

About the Company

Mockitx is a startup and a customized mock interview online platform. It helps students improve interview confidence and placement readiness through structured mock interviews and career-focused engagement activities.

The company says it was officially launched on **1st January 2026**.

How to Apply

Interested candidates can apply through email or WhatsApp.

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