

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/project-coordinator-trainee-remote-fresher-engagekart-digital-llp-385275/>

## HIRING ORGANIZATION

The company

## EMPLOYMENT TYPE

Intern

## JOB LOCATION

? Remote work from: India

## PROJECT COORDINATOR TRAINEE – REMOTE FRESHER, ENGAGEKART DIGITAL LLP

## BASE SALARY

INR 8000 - INR 10000

## DESCRIPTION

### Project Coordinator Trainee – Remote Fresher, Engagekart Digital LLP

Start your career with a remote full-time opportunity. Work with clients and support business development activities from home.

### Company

Engagekart Digital LLP

### Position

Project Coordinator Trainee

### Industry

Information Technology, SaaS

### Location

Remote (Work From Home)

### Employment Type

Full-time, Fresher

### Salary

The company

₹8,000 – ₹10,000 per month

### Contact Details

Phone: +91 7807351781

### About the Opportunity

The company is hiring fresh graduates and students for a remote trainee position. You will connect with clients and help manage leads. You will also support the sales and project coordination team. This is a good opportunity to learn business development and customer communication.

### Responsibilities

- Contact clients through calls.
- Reply on WhatsApp and email.
- Connect with prospects on LinkedIn.
- Follow up with new leads.
- Understand customer requirements.
- Explain company services.
- Update lead records in CRM.
- Help prepare demos and proposals.
- Support customer onboarding.
- Coordinate with marketing and product teams.
- Share customer feedback.
- Support partnership activities.

### Eligibility

Freshers are welcome to apply. Students pursuing graduation can also apply. Internship or customer interaction experience will be an added advantage.

- Bachelor's degree or pursuing graduation.
- Freshers can apply.
- Internship experience is a plus.
- Customer interaction experience is preferred.

### Skills Required

- Good English and Hindi communication.
- Confidence in client calls.
- Basic LinkedIn knowledge.
- WhatsApp and email handling.
- MS Office or Google Workspace.
- Interest in SaaS and startups.
- Quick learning attitude.
- Basic AI tools knowledge is a plus.

### Benefits

The company offers work from home with employee benefits. You will also receive internet reimbursement and paid leave benefits.

- Work from home.
- Internet reimbursement.
- Paid sick leave.
- Paid time off.
- Leave encashment.

### **How to Apply**

Interested candidates can contact the company using the number below.

Phone: +91 7807351781