WORK VAPOR

Job Link: https://workvapor.in/jobs/remote-sales-and-client-relations-379322/

REMOTE SALES AND CLIENT RELATIONS

BASE SALARY

INR 10000 - INR 50000

DESCRIPTION

Sales and Customer Service Representative

Company: Grid Studio

Work Mode: Remote

Salary: ?10,000 – ?50,000 per month

Job Type: Full-Time

Working Days: 5 Days a Week

Contact Email: connect.gridstudio@gmail.com

Grid Studio is hiring for a Sales and Customer Service Representative position. The company has described the work as Sales & Client Relation Manager. This is a full-time remote position. The office is based in Bhavnagar, Gujarat, but this opening is work from home.

Grid Studio is a marketing agency. It works in social media marketing content creation advertising design and digital growth. The company is looking for someone who can handle client communication support sales work and manage coordination with the team.

In this position you will connect with potential clients. You will talk to them about marketing services. You will also handle follow-ups meetings and requirement discussions. You will support onboarding and explain services in a professional way.

You will also work with internal team members freelancers and staff. You will help assign work and track project progress. The aim is to keep communication smooth and make sure projects move on time.

Responsibilities

- Find and connect with new clients
- Handle client communication and follow-ups
- Manage meetings and requirement discussions
- Build strong client relationships
- Understand client needs
- Coordinate with the internal team
- Manage freelancers staff and team members
- Allocate work and project requirements
- Track project progress
- Support sales closing and onboarding
- Explain services to clients
- Prepare basic reports and updates
- Maintain client communication records

The company is open to freshers and experienced candidates. Candidates with 0 to 5 years of experience can apply. A Graduate or Master's degree in Marketing Business Communication Management or a related field is preferred.

You should have good communication skills. You should be comfortable handling clients and managing deadlines. Basic understanding of digital marketing and social media services is also needed.

Skills Required

- Sales and negotiation
- Client relationship management
- Team coordination
- Leadership and responsibility
- Time management
- Spoken and written communication
- Basic social media and marketing knowledge

This role offers a remote work opportunity with a growing marketing agency. The company also mentions learning exposure growth opportunities and performance-based earning potential.

Benefits

- Flexible schedule
- Paid sick time
- Paid time off
- Provident Fund

Interested candidates can send their resume and a basic introduction to the email below.

Contact Email: connect.gridstudio@gmail.com

HIRING ORGANIZATION

Grid Studio

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Gujarat, India

? Remote work from: India