

# Work Vapor

<https://workvapor.com/jobs/client-relations-coordinator-project-support-fast-growth/>

## Client Relations Coordinator, Project Support, Fast Growth

### Description

#### Chelwood Media

Hybrid remote work | Based in Utah area only | Part-time hours (25-30/week) | Flexible schedule

Email: [admin@chelwoodmedia.com](mailto:admin@chelwoodmedia.com)

### About Company

Chelwood Media is a growing media agency. Work is related to real estate photos and videos. Company focuses on good client service and fast delivery. Team environment is friendly and active. Work style is fast and changing.

### Role Overview

This role is for someone who likes talking to people and keeping things organized. Main work is to handle client messages, manage projects, and connect team members. Work also includes helping CEO in making better processes. Some in-person meetings will happen for training and team connection.

### Main Responsibilities

- Talk with clients on call, email, and message
- Schedule shoots and confirm bookings
- Track projects and update status
- Coordinate with photographers and editors
- Solve client issues and give quick solution
- Keep records of client details and work
- Manage calendar, inbox, and files
- Support CEO in making systems and documents

### Skills Needed

Good communication skill is very important. Person should listen properly and respond clearly. Basic computer knowledge like Google tools, Excel, and Outlook is needed. Should be organized and able to handle many tasks. Problem-solving mindset is required. Person should be comfortable with different types of people.

### Work Style

Work is part-time but active. Around 25 to 30 hours per week. Some work from home and some in-person meetings in Utah area. Fast work environment, so quick response is needed.

### Benefits

- Paid training

### Hiring organization

Chelwood Media

### Employment Type

Full-time

### Job Location

United States

Remote work from: United States

### Date posted

04/19/2026

- Work from home option
- Flexible timing
- Paid time off
- Learning and growth support

## **Apply Process**

Apply with resume and short cover letter. Answer all given questions or application will not be accepted.

Email: [admin@chelwoodmedia.com](mailto:admin@chelwoodmedia.com)

Send:

- Resume
- Cover letter with answers
- Reason why this role is good for you