

Work Vapor

<https://workvapor.com/jobs/phone-sales-and-client-intake-coordinator-virtual-role-21-35-hr/>

Phone Sales and Client Intake Coordinator – Virtual Role, \$21–\$35/hr

Base Salary

USD 21 - USD 35

Description

Company: Delgado Entertainment Law, PLLC

Position: Phone Client Intake Specialist (Sales Agent)

Industry: Legal / Entertainment Law

Location: Remote

Employment Type: Full-Time / Contract

Salary: \$21 – \$35 per hour

Email: Jasmine@delgadoentertainmentlaw.com

About the Company:

Delgado Entertainment Law, PLLC is a boutique law firm focused on entertainment and music law. The firm runs the **Top Music Attorney** YouTube channel with over 160,000 subscribers and provides legal services to artists, producers, and entertainment professionals.

Role Overview:

- Serve as the first point of contact for potential clients calling for free case evaluations
- Guide potential clients from initial inquiry to consultation and signed retainers
- Combine phone-based sales with excellent client relationship management

Key Responsibilities

- Conduct phone-based free case evaluations for prospective clients
- Follow up quickly with leads via email and phone
- Maintain records of leads, calls, and outcomes using CRM tools such as Monday.com and Excel
- Schedule consultations and coordinate communication with attorneys
- Build rapport with clients and guide conversations toward confident decisions

Required Qualifications

- 2+ years of phone-based sales experience
- Strong objection-handling and closing skills

Hiring organization

PLLC

Employment Type

Full-time, Contractor

Job Location

United States

Remote work from: United States

Date posted

03/08/2026

- Excellent verbal communication and phone presence
- Strong organization and follow-through skills
- Ability to manage leads and maintain accurate records

Preferred Skills

- CRM experience (especially Monday.com)
- Experience in client intake or legal sales environments
- Comfortable working in a fast-paced remote environment

Perks & Benefits

- Fully remote flexible work environment
- Opportunity to become the “voice” of the firm
- Career growth and earning potential based on performance
- Recognition within the firm and on social media platforms
- Collaborative virtual team culture

Work Schedule

- 30–40 hours per week
- Remote work environment

How to Apply:

1. Send your **resume and cover letter** to Jasmine@delgadoentertainmentlaw.com
2. Complete the screening questions here: <https://www.videoask.com/fe3xzg59w>