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Customer Follow-Up Automation Coordinator | Online | No College Degree Required

Description

Ever wonder what happens to all the leads businesses forget to follow up with? This remote, entry-level role teaches you how to build simple automation systems that make sure no opportunity slips through the cracks. No degree, no experience, no sales calls—just step-by-step training and a valuable skill you can use from anywhere.

About This Role

As a Customer Follow-Up Automation Coordinator, you'll learn how to help businesses stay connected with potential clients using automated email, text, and CRM workflows. Most businesses lose revenue simply because they don't follow up consistently. In this role, you'll solve that by implementing systems that do the work for them. You'll follow a 5-day training challenge that shows you exactly how to set up and manage these follow-up systems, using beginner-friendly tools and proven templates. No technical background required.

Key Responsibilities

Build Automated Follow-Up Sequences

- Set up prewritten emails and texts to be delivered at key points
- Use a visual drag-and-drop builder to connect forms, calendars, and CRM steps
- Organize and time messages to keep prospects engaged after first contact

Customize Lead Tracking & Tagging

- Set up rules that sort leads by behavior (clicked, booked, replied, etc.)
- Assign tags that trigger the right follow-up messages based on lead actions
- Use checklists to keep contacts organized inside the CRM

Monitor System Performance

Hiring organization

HomeBusinessChannel.com

Employment Type

Full-time, Part-time, Contractor

Industry

Customer Service

Job Location

Remote work from: United States

Base Salary

\$ 2000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

- Check reports on open rates, replies, and conversions
- Identify drop-off points and make timing or content tweaks
- Clone successful follow-up systems across different industries or client types

How Your Day Will Look

Morning

- Complete one module in the Follow-Up Automation Challenge
- Review a sample client journey and set up your messaging flow
- Test email and text delivery on your own account

Midday

- Monitor message stats (opens, clicks, replies) from test leads
- Adjust timing delays and check if any tags are missing
- Share your system with the community to get feedback

Afternoon

- Tweak sequences to improve engagement
- Duplicate your system for another niche or offer
- Prepare your final version for deployment or demo

Qualifications

No Degree Required

You don't need formal education or previous job titles—this training starts at the very beginning.

No Experience Necessary

This is a hands-on, guided training designed for beginners. You'll be shown everything.

You'll Do Great If You:

- Enjoy organizing systems and fine-tuning details
- Want a role where you help businesses grow behind the scenes

- Are looking for a no-stress way to learn and earn from home

How to Succeed in Remote Work

Set a Routine

- Use your quiet space and computer to complete daily modules
- Stick to the system—it's designed to get you results in just five days

Follow the Framework

- Every email, text, and tag is mapped out for you
- Just copy, customize, and apply to your own practice system

Use the Support

- Join the community for quick feedback, ideas, and accountability
- Don't build alone—collaboration is part of the process

Benefits

In-Demand Skill Building

- Learn how to implement the same systems used by top agencies
- Gain CRM automation experience that's immediately marketable
- Walk away with a real asset you can offer to local businesses or online clients

100% Remote

- Work from home or anywhere with internet access
- Choose your hours—no fixed schedule
- Great for side hustlers, stay-at-home parents, or digital nomads

All Tools Provided

- Access to the 5-Day Follow-Up Automation Challenge
- Templates for email, SMS, CRM tagging, and more
- Private mentorship group for Q&A, examples, and ongoing support

Frequently Asked Questions

Do I need writing or marketing experience?

No. You'll be provided with all message templates. Customization is simple and explained clearly.

Am I responsible for talking to leads or customers?

Nope. Your job is to set up systems that do the talking for you—no live calls or outreach required.

Is this training or a job?

It starts with a guided training challenge. Once completed, you'll be ready to freelance, consult, or support clients with your new skills.

How fast can I start?

Today. Click the "Learn More" button and you'll get instant access to your training dashboard.

Can I do this part-time?

Yes. The challenge takes about an hour a day over five days and fits any schedule.

Why This Opportunity is Perfect for You

Most businesses lose money because they forget to follow up. You're about to learn how to solve that—without picking up the phone, running ads, or building a business from scratch. This is one of the cleanest ways to break into remote work, develop a valuable skill, and offer a solution every small business needs. You don't need to sell. You don't need a resume. You just need to follow the system.

How to Apply

Click the "Learn More" button to get started with the 5-Day Follow-Up Automation Challenge. You'll receive every tool, template, and step-by-step walkthrough to master this role from home. No experience or degree required. Just log in and start building.

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