

# Account Coordinator - B2B Outbound

Part-Time Contract · Remote (Latin America) · \$800/mo base

[leadget.ai](https://leadget.ai)

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LeadGet is a B2B outbound agency running email and LinkedIn campaigns for US clients. We're a 3-person team - profitable, close-knit, and proud of zero client churn over 1.5 years. We're growing, and we need someone great to help us do it.

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## THE ROLE

We're looking for our first Account Coordinator - someone who genuinely enjoys keeping clients happy, stays on top of moving parts, and communicates clearly without being chased.

You'll own day-to-day operations for 7–10 retainer clients: async comms, weekly calls, performance reports, campaign monitoring, and onboarding. The founders handle sales; you make sure everything runs smoothly behind them.

*This is a part-time role with a real growth path. Strong performers move to full-time (\$1,800–\$2,200/mo) within 12 months.*

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## WHAT YOU'LL DO

- Handle daily client communication across Telegram, Slack, WhatsApp, and email
- Lead weekly check-in calls with a structured agenda (Google Meet)
- Generate bi-weekly performance reports using our LeadGet Analytics platform (we train you)
- Set up new campaign drafts using our AI-powered campaign wizard (ICP, copy, CTAs, sequencer)
- Monitor live campaigns and flag issues same-day - communicate to clients and propose fixes
- Coordinate client onboarding end-to-end (infrastructure and LinkedIn setup handled by our tech team - you own the project plan and client communication)
- Surface upsell signals to founders - we close, you get a 10% bonus

## WHAT'S OFF YOUR PLATE

Cold outreach, lead list building, infrastructure setup, and sales calls are all handled by other team members. You focus on clients.

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## WHAT WE'RE LOOKING FOR

### Must-haves:

- 2+ years in a client-facing role (account management, customer success, B2B agency ops)
- Advanced English - C1 or above, written and spoken. You'll be on calls with US executives.
- Self-managed and async-first - comfortable with SOPs, structured workflows, and owning your calendar
- 4+ hours of daily overlap with US Eastern Time
- Reliable internet + quiet video call setup (we'll provide camera/mic if needed)

### Nice to have:

- Cold email tools: Smartlead, Instantly, Lemlist, Apollo
- LinkedIn outreach tools: LinkedHelper, Heyreach, Expandi, Sales Navigator
- CRM or PM tools: HubSpot, Monday.com, or similar
- Marketing or B2B sales background

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## COMPENSATION

<b>Base</b>	\$800/mo USD
<b>Client retention</b>	\$50 per active client, paid quarterly
<b>Upsell bonus</b>	10% of new MRR surfaced (one-time per upsell)
<b>6-month review</b>	Strong performers go to \$1,000+/mo
<b>Full-time path</b>	\$1,800–\$2,200/mo within 12 months
<b>Time off</b>	15 working days/year

*All tools, software, and training provided.*

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## HOW WE HIRE

- Application review
- 30-min call with a founder
- 60-min walkthrough of our platform + sample scenario
- Paid trial week (\$150 flat) - one report, three client check-ins, a 10-min Loom, and a 30-min LGA demo
- Offer + 30/60/90 plan agreed upfront

## HOW TO APPLY

with subject: Account Coordinator - [Country]

- Your CV
- A 100-word note on why this role fits you
- One example of a difficult client situation and how you handled it
- Your earliest start date and weekly availability

*We respond to every application within 5 business days.*

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