https://bathroomsofcharleston.com/job/appointment-coordinator/

Appointment Coordinator

Hiring organization
Bathrooms of Charleston

Employment Type
Full-time

Job Location
4163 Dorchester Road, 29405, North Charleston, South Carolina, USA

Base Salary
$ 25 - $ 40

Date posted
January 7, 2026

Description

Bathrooms of Charleston is growing, and we're looking for an energetic, motivated Appointment Coordinator with a friendly, professional personality to join our team. In this fully remote role, you'll be the first point of contact for homeowners interested in bathroom renovations, creating an exceptional first impression and guiding them toward the next step in their remodeling journey.

This position is ideal for someone who enjoys talking with people, staying organized, and wants to grow into a leadership role as our call center department expands.

About the Role

As an Appointment Coordinator, you will manage inbound and outbound calls, follow up with warm leads, and schedule consultations for our sales team. You'll play a key role in delivering a positive customer experience while supporting our fast-growing remodeling company.

As the department grows, this role offers the opportunity to develop and lead a team of call center representatives, transitioning into a leadership position over time.

Responsibilities

- Call and follow up with warm leads who have expressed interest in bathroom renovations
- Qualify prospects by understanding their needs, goals, and project timelines
- Schedule design consultations and estimate appointments for the sales team
- Manage lead activity in CRM software, ensuring accurate notes and updates
- Provide professional, courteous communication with all clients
- Support the office team with light administrative or scheduling tasks as needed

Qualifications

- Highschool Diploma or GED
- Mid Level (4-7 Years) Experience
- Honest, hungry, humble, and coachable
- Enjoys interacting with customers and building rapport
- Strong empathetic listening and communication skills
- High attention to detail and organization
- Ability to multitask and manage priorities effectively
- Leadership potential and desire for professional growth

Job Benefits

- Competitive base pay

- Performance-based bonuses and incentives
- Company-matched IRA retirement benefit after 6 months
- Paid vacation after 12 months
- Hands-on training with an industry-leading expert
- Proven systems and processes for success
- Unlimited growth and leadership opportunities

Contacts

If you’re a motivated communicator who enjoys helping people and wants to work remotely with a respected remodeling company, we’d love to hear from you. Compensation includes a competitive base pay plus performance-based incentives and bonuses.