

Enrollment Specialist / Appointment Setter – Health & Wellness

Description

Nina Ross Health Group is hiring a remote, US-based Enrollment Specialist / Appointment Setter. The role begins at about 30 hours per week and focuses on helping prospective clients move through the enrollment process and booking evaluations.

Responsibilities

- Communicate with prospective clients.
- Schedule and book evaluations.
- Support the enrollment process.
- Maintain accurate follow-up and appointment records.
- Work within established health-and-wellness service processes.

Qualifications

- Strong phone and communication skills.
- Comfort speaking with prospective clients.
- Good organization and follow-up habits.
- Ability to work remotely within US Eastern business hours.

Skills

Appointment setting, enrollment support, customer communication, scheduling, follow-up, remote work.

Job Benefits

Remote US-based role with base hourly pay plus a per-booked-evaluation incentive and a potential path to full-time work.

How To Apply

Apply through the current listing: [Enrollment Specialist / Appointment Setter application](#).

Hiring organization

Nina Ross Health Group

Employment Type

Part-time

Industry

Health & Wellness

Job Location

Remote, United States, United States

Remote work possible

Working Hours

Approximately 30 hours per week to start, within 9:00 AM-6:00 PM US Eastern, Monday-Friday.

Base Salary

26.00

Date posted

October 4, 2026