WORK VAPOR

Job Link: https://workvapor.in/jobs/ads-and-admin-executive-meta-ads-google-ads/

ADS AND ADMIN EXECUTIVE | META ADS / GOOGLE ADS

BASE SALARY

INR 15000 - INR 25000

DESCRIPTION

Ads & Admin Executive

GenExecutive is hiring an Ads & Admin Executive for its Delhi NCR team. The position combines paid advertising management with administrative and reporting work. Candidates with 2+ years of hands-on advertising experience can apply.

Contact: +91 9899859206
Email: info@genexecutive.in

Location: Delhi NCR, Delhi
Work Mode: In Office
Employment Type: Full-time
Experience: 2+ years
Salary: ?15,000 – ?25,000 per month

The selected candidate will manage paid campaigns on Meta Ads and Google Ads. The work includes campaign optimization, budget tracking, reporting, vendor coordination, and documentation. Strong analytical and organizational skills are required.

Responsibilities

- Plan Meta Ads campaigns.
- Create Facebook and Instagram ad campaigns.
- Manage Google Ads campaigns.
- Monitor daily campaign performance.
- Optimize campaigns for CTR.
- Monitor CPC and CPA.
- Track ROAS.

HIRING ORGANIZATION

GenExecutive

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 20, 2026

JOB LOCATION

Delhi NCR, Delhi, India

- Manage advertising budgets.
- Track campaign spending.
- Identify overspending issues.
- Identify underperforming campaigns.
- Run basic A/B tests.
- Test ad creatives and audiences.
- Coordinate with designers and content teams.
- Prepare weekly performance reports.
- Prepare monthly performance reports.
- Share campaign updates with the team.
- Coordinate with vendors.
- Handle campaign-related invoices.
- Maintain campaign documentation.
- Maintain records of spending.
- Maintain communication records.
- Support campaign scheduling.
- Support daily operational tasks.

Requirements

- 2+ years of hands-on Meta Ads experience.
- 2+ years of hands-on Google Ads experience is preferred.
- Paid advertising experience is mandatory.
- Good understanding of budgets and ROI.
- Strong performance analysis skills.
- Strong administrative skills.
- Good reporting skills.
- Good documentation skills.
- Strong vendor follow-up skills.
- Working knowledge of MS Excel.
- Working knowledge of Google Sheets.
- Ability to manage multiple campaign tasks.
- Must be based in or able to commute to Delhi NCR.

Good to Have

- Basic analytics knowledge.
- Reporting tool knowledge.
- Startup experience.
- Small business experience.
- Agency experience.
- Google Ads certification.
- Meta Blueprint certification.

Benefits

- Direct exposure to decision-makers.
- End-to-end campaign ownership.
- Visible performance-based responsibilities.
- Growth opportunities.

Application

Send your resume to info@genexecutive.in or WhatsApp +91 9899859206