

WORK VAPOR

Job Link: <https://workvapor.in/jobs/campaign-operations-intern-transcription-project/>

HIRING ORGANIZATION

Cygnus Marketing Agency

EMPLOYMENT TYPE

Full-time, Contractor

JOB LOCATION

Guwahati, India

DATE POSTED

? March 21, 2026

CAMPAIGN OPERATIONS INTERN – TRANSCRIPTION PROJECT

BASE SALARY

INR 6000 - INR 10000

DESCRIPTION

Location: Guwahati, India (In-House)
Job Type: Full-Time Internship / Fresher
Contract Length: 6 Months
Salary: ?6,000–?10,000 per month + performance-based incentives
Contact: cygnusmarketingteam@gmail.com

We are hiring a Campaign Operations Intern to manage and scale an ongoing transcription project for a US-based client. This role involves coordinating a distributed team of remote transcribers and ensuring smooth execution of project tasks.

Key Responsibilities

- Assist in hiring and onboarding transcribers
- Coordinate remote transcription teams via WhatsApp, groups, and CRM tools
- Track daily task progress, submissions, and deadlines
- Maintain and update project data, reports, and performance sheets
- Support telecalling and candidate follow-ups
- Ensure effective communication between team members and supervisors
- Resolve operational issues to keep workflow smooth

Eligibility & Skills Required

- Graduates or final-year students
- Strong communication skills (English + Hindi preferred)
- Highly organized and detail-oriented
- Comfortable managing multiple tasks and teams
- Basic knowledge of Google Sheets / Excel / data tracking
- Proactive attitude with problem-solving ability

Perks & Benefits

- Hands-on experience in international project operations
- Exposure to campaign management workflows
- Skills in team coordination, hiring, and operations management
- Opportunity for full-time conversion based on performance

Work Environment

- Full-time, in-office role in Guwahati
- Fast-paced, execution-driven work culture

How to Apply

Send your resume to cygnusmarketingteam@gmail.com

Use the subject line: *Application – Campaign Operations Intern*