

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/content-community-growth-executive/>

## HIRING ORGANIZATION

PS Technology

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

? Remote work from: India

## CONTENT & COMMUNITY GROWTH EXECUTIVE

### BASE SALARY

INR 10000 - INR 25000

### DESCRIPTION

**Job Role:** Content & Community Growth Executive

**Company:** PS Technology

**Brand:** HAPPINESS

**Location:** Remote – India

**Job Type:** Full-Time

**Salary:** ₹10,000–₹25,000 per month

**Experience:** 1–3 Years Preferred

**Job Duration:** Long-Term (Minimum 1 Year)

**Benefits:** Provident Fund

### HR / Contact Details

**Email:** [hr@paradisosolutions.com](mailto:hr@paradisosolutions.com)

**Phone:** +91 7875843886

### About the Job

HAPPINESS is hiring a Content & Community Growth Executive. The role focuses on video editing, social media, and online community management. You will also support webinars and learning programs.

## Key Responsibilities

- Edit Instagram Reels, YouTube Shorts, and short videos.
- Add captions, subtitles, graphics, and music.
- Schedule and publish social media content.

- Manage WhatsApp learning groups.
- Share updates and respond to routine queries.
- Coordinate webinars and online training sessions.
- Maintain content calendars and registration records.
- Track engagement and improve content performance.

## Requirements

- Experience in video editing, content creation, or social media.
- Knowledge of CapCut, Canva, Premiere Pro, or similar tools.
- Good written and spoken English.
- Basic knowledge of spreadsheets and Google Forms.
- Strong organizational and communication skills.
- Ability to work independently and meet deadlines.
- A portfolio of personally edited videos is mandatory.

## Preferred Skills

- WhatsApp community management.
- Zoom webinar coordination.
- AI-assisted content creation.
- Digital marketing or educational content experience.

## Salary & Benefits

- Monthly pay of ₹10,000–₹25,000.
- Full-time remote work.
- Provident Fund (PF).
- Long-term career opportunity.
- Scope for increased responsibilities.

## How to Apply

Send your updated resume and portfolio by email. Include links to Reels or Shorts you have personally edited.

**Email:** [hr@paradisosolutions.com](mailto:hr@paradisosolutions.com)

**Contact:** +91 7875843886

**Important:** Applications without video editing samples may not be considered.