

WORK VAPOR

Job Link: <https://workvapor.in/jobs/digital-marketing-project-manager-359223/>

HIRING ORGANIZATION

Inquiry Bazaar Private Limited

EMPLOYMENT TYPE

Full-time

JOB LOCATION

110001, Delhi, Delhi, India
? Remote work from: India

DATE POSTED

? June 20, 2026

DIGITAL MARKETING, PROJECT MANAGER

BASE SALARY

INR 22500 - INR 38000

DESCRIPTION

Inquiry Bazaar Private Limited

Netaji Subhas Place Delhi

Salary ?22,500 to ?38,000 per month

Inquiry Bazaar Private Limited is hiring for Project Co-ordinator profile. This is a digital marketing project management position. Candidates should have good communication skills and basic understanding of digital marketing work.

Contact: +91 8802876899

Email: hr@promozionebranding.com

About The Work

You will handle client projects from start to finish. You will work with designers developers content writers and marketing teams. This profile needs good management skills and proper follow-up work.

Candidates should be comfortable handling multiple clients together. You should keep projects organised and update clients regularly.

- Manage client projects
- Coordinate with internal teams
- Handle timelines and task tracking
- Share updates with clients
- Maintain delivery schedules
- Monitor project quality

Web Development Coordination

You will help manage website and landing page projects. Client requirements should be shared clearly with development teams.

- Coordinate website projects
- Manage revisions and approvals
- Track development progress
- Support website launch process
- Follow up on client feedback

Social Media & Marketing Work

Candidates will also manage social media related operations and marketing reports.

- Handle content calendars
- Coordinate Instagram and Facebook work
- Brief creative team
- Monitor post performance
- Support paid ad campaigns
- Prepare performance reports

Skills Required

Candidates should have digital marketing knowledge and project handling experience. Good English and Hindi communication is important.

- SEO knowledge
- Digital marketing basics
- Account management
- Content marketing understanding
- Client communication
- Reporting skills
- Team coordination

Tools Knowledge

Company prefers candidates who know marketing and project tools.

- Trello
- Asana
- ClickUp
- Notion
- Google Analytics
- Meta Business Suite
- Google Meet
- Canva basics
- MS Office
- Google Workspace

Experience & Qualification

Candidates should have graduation degree in marketing business or related field. Experience of 2 to 3 years is preferred.

Agency experience will be an advantage.

Benefits

Company provides flexible hybrid work support and growth opportunities.

- 5 days working
- Paid leaves
- Provident Fund
- Paid sick leave
- Performance bonuses
- Training support
- Hybrid work model
- Career growth support

Interested candidates can send updated resume by email. Mention subject line as Application – Digital Marketing Project Manager.

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