

WORK VAPOR

Job Link: <https://workvapor.in/jobs/marketing-assistant-admin-support-executive-368601/>

MARKETING ASSISTANT, ADMIN SUPPORT EXECUTIVE

BASE SALARY

INR 9215.94 - INR 37348.49

DESCRIPTION

Marketing Assistant

Company Name: Materialwala.com

Location: Lucknow, Uttar Pradesh

Salary: ₹9,217.94 – ₹37,348.49 per month

Job Type: Part-time, Contractual / Temporary

Materialwala.com is hiring a Marketing Assistant for its Lucknow location. This is a hybrid opportunity. The role combines marketing activities with administrative support responsibilities.

Contact Details

WhatsApp: +91 8687142078

Office Address: Krishna Nagar, Lucknow

The company is looking for a motivated and professional candidate. You will help with business development activities. You will also support marketing campaigns and office operations.

This role is suitable for candidates who enjoy communication and client interaction. You should be organized and able to manage multiple tasks. Basic computer knowledge is important for daily work.

HIRING ORGANIZATION

Materialwala.com

EMPLOYMENT TYPE

Part-time

JOB LOCATION

Uttar Pradesh, India

? Remote work from: India

DATE POSTED

? June 29, 2026

Key Responsibilities

- Identify potential clients and business opportunities
- Generate and follow up on leads
- Build and maintain client relationships
- Promote company services through online and offline channels
- Conduct market research
- Support marketing campaigns
- Manage social media activities
- Prepare marketing reports
- Maintain office records and files
- Perform data entry tasks
- Handle emails and official communication
- Prepare reports and presentations
- Support administrative operations

The selected candidate will work closely with management. You will help maintain smooth office operations. You will also assist with customer communication and marketing efforts.

Required Skills

- Good communication skills
- Client relationship management
- Lead generation skills
- Negotiation ability
- Time management
- Problem-solving skills
- Teamwork and professionalism
- Basic MS Office knowledge
- Email communication skills

Preferred Qualifications

- Graduate in any discipline
- Experience in marketing or sales preferred
- Experience in administration preferred
- Knowledge of digital marketing
- Social media management skills
- Experience in service industries is an advantage
- Two-wheeler and driving license preferred

Benefits

- Competitive salary package
- Performance-based incentives
- Career growth opportunities
- Professional training
- Cell phone reimbursement
- Leave encashment
- Paid time off
- Work from home flexibility

Work Details

- Hybrid Work
- Location: Lucknow, Uttar Pradesh
- Part-time Opportunity
- Contractual Position

This role is ideal for candidates who want experience in both marketing and administration. The position offers learning opportunities and professional growth in a supportive work environment.

How To Apply

Interested candidates can send their resume or CV through WhatsApp.

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