

WORK VAPOR

Job Link: <https://workvapor.in/jobs/office-and-marketing-manager-d-r-global-383394/>

HIRING ORGANIZATION

D R Global

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Haryana, India

? Remote work from: India

OFFICE AND MARKETING MANAGER – D R GLOBAL

BASE SALARY

INR 21001 - INR 36246

DESCRIPTION

Office and Marketing Manager – D R Global

Location: Rohtak, Haryana (Work From Office with Work From Home Flexibility)

Job Type: Full-time

Salary: ₹21,001 – ₹36,246 per month

HR Contact: +91 9999247781

Email: ashu@drglobal.co.in

Join D R Global and help students achieve their study abroad dreams. This role combines office management with digital marketing. You will support daily office work and generate student leads through online campaigns.

Company: D R Global

Position: Office and Marketing Manager

You will welcome students and clients at the office. You will also manage social media, online advertisements, and lead generation activities.

Eligibility:

- Graduate in any stream.
- 1 to 3 years of experience is preferred.
- Freshers with strong digital marketing skills can also apply.
- Good communication skills in English and Hindi.
- Basic knowledge of Canva and Instagram Reels.
- Familiarity with Facebook and Instagram promotions.

- Must live in or near Rohtak.

Key Responsibilities:

- Handle walk-in students and client inquiries.
- Manage office records and documentation.
- Answer calls, WhatsApp messages, and emails.
- Create and post social media content.
- Run Meta Ads for lead generation.
- Manage Google Business Profile.
- Handle WhatsApp marketing campaigns.
- Convert online inquiries into office visits.

Benefits:

- Performance-based incentives and commissions.
- Career growth opportunities.
- Professional work environment.
- Commuter assistance.
- Flexible schedule.
- Food provided.
- Paid time off.
- Work from home flexibility.

Application Process Guide:

Send your updated resume to the email below. You can also call or WhatsApp the HR team. If you have Canva designs or social media work, include the links with your application.

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