

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-administrative-and-marketing-support-executive-341435/>

HIRING ORGANIZATION

The IB Insight

EMPLOYMENT TYPE

Full-time, Contractor

JOB LOCATION

India

? Remote work from: India

REMOTE ADMINISTRATIVE AND MARKETING SUPPORT EXECUTIVE

BASE SALARY

INR 25000 - INR 30000

DESCRIPTION

Executive Assistant

Company Name

The IB Insight

Location

Remote

Salary

₹25,000 – ₹30,000 per month

Job Type

Freelance

Contact Details

Email: theibinsight@gmail.com

About the Company

The IB Insight is a growing tutoring and education company. The company works with students and teachers and provides educational support services.

They are hiring an Operations and Marketing Coordinator for remote work. This is a multi-tasking position. The company is looking for someone organized, active, and good at communication.

About the Work

The selected candidate will handle communication between clients and teachers. The work also includes social media handling, marketing support, and daily operations management.

This work is suitable for someone who likes coordination, communication, and online management tasks.

Key Responsibilities

Client and Teacher Coordination

- Handle client inquiries and follow-ups
- Build good relationships with students and parents
- Manage teacher schedules and assignments
- Help onboard new teachers
- Solve issues between clients and teachers professionally

Communication Work

- Manage emails, WhatsApp, and phone communication
- Write announcements and updates
- Maintain proper communication records
- Coordinate with clients and staff regularly

Marketing and Social Media

- Manage Instagram, Facebook, and other social media pages
- Create posts, reels, and stories
- Help run marketing campaigns
- Check engagement performance
- Suggest improvements for better reach
- Design simple promotional materials using Canva or similar tools

Administrative Support

- Support daily office and coordination work
- Handle multiple tasks and deadlines
- Use Google Sheets, QuickBooks, Zoho, or similar tools when needed

Education Requirement

Bachelor's degree in Marketing, Communications, Business Administration, Education, or related field is preferred. Practical experience will also be considered.

Skills Needed

- Good communication skills
- Social media handling experience
- Coordination or administrative experience
- Multi-tasking ability
- Basic invoicing tool knowledge
- Problem-solving attitude
- Professional and responsible nature

Preferred

Experience in tutoring or education field will be an added advantage.

Why Join

- Remote-friendly work
- Flexible freelance opportunity
- Supportive team environment
- Growth opportunity with the company

How to Apply

Apply through Indeed or send your resume with a short cover letter to the email below.

Contact Details

The IB Insight

Email: theibinsight@gmail.com