WORK VAPOR

Job Link: https://workvapor.in/jobs/social-media-manager-instagram-facebook-youtube-and-linkedin-wfh/

SOCIAL MEDIA MANAGER (INSTAGRAM, FACEBOOK, YOUTUBE AND LINKEDIN) WFH

BASE SALARY

INR 25000 - INR 30000

DESCRIPTION

Social Media Manager

Biitcode is urgently hiring a Social Media Manager with SEO knowledge. The position involves managing multiple client accounts and digital marketing activities. Candidates with 1+ year of experience can apply.

Contact: +91 8669147417

Location: Dhanakwadi, Pune, Maharashtra
Work Mode: Hybrid
Employment Type: Full-time
Experience: 1+ year
Salary: ?25,000 – ?30,000 per month
Working Days: Alternate Saturdays off

The selected candidate will manage Instagram, Facebook, YouTube, and LinkedIn accounts. The work includes content planning, client coordination, SEO, analytics, and reporting. Agency experience is strongly preferred.

Responsibilities

- Manage Instagram accounts.
- Manage Facebook accounts.
- Manage YouTube accounts.
- Manage LinkedIn accounts.
- Plan monthly content calendars.

HIRING ORGANIZATION

Biitcode

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 20, 2026

JOB LOCATION

Maharashtra, India
? Remote work from: India

- Develop captions and content hooks.
- Create content ideas.
- Prepare creative briefs.
- Coordinate with designers.
- Coordinate with video editors.
- Coordinate with photographers.
- Coordinate with clients.
- Manage client approvals.
- Schedule and publish content.
- Track social media performance.
- Prepare performance reports.
- Research social media trends.
- Monitor competitors.
- Study content formats.
- Analyze audience behaviour.
- Manage comments and DMs.
- Handle basic community engagement.
- Conduct keyword research.
- Manage on-page SEO activities.
- Coordinate SEO requirements with website teams.
- Coordinate with content teams.
- Track website performance.
- Track SEO performance.
- Provide actionable insights.

Requirements

- 1+ year of social media management experience.
- Agency experience is strongly preferred.
- Strong Instagram knowledge.
- Strong Facebook knowledge.
- Strong YouTube knowledge.
- Strong LinkedIn knowledge.
- Experience managing multiple client accounts.
- Good content planning skills.
- Strong social media strategy knowledge.
- Strong written English skills.
- Strong spoken English skills.
- Good client communication skills.
- Good coordination skills.
- SEO knowledge.
- Keyword research knowledge.
- Google Search Console experience.
- Google Analytics experience.
- Ahrefs or similar tool experience.
- Strong organizational skills.
- Ability to manage multiple deadlines.
- Ability to work independently.
- Ability to take ownership of client accounts.

Additional Skills

- Meta Business Suite knowledge is preferred.

- Canva knowledge is preferred.
- WhatsApp marketing experience is an advantage.
- Review management experience is an advantage.
- Experience with multiple industries is an advantage.
- Basic paid advertising knowledge is preferred.

Benefits

- 3 work-from-home days per month.
- Alternate Saturdays off.
- Exposure to different brands and industries.
- Direct exposure to founders and senior team members.
- Client account ownership.
- Creative and collaborative work environment.
- Learning opportunities.
- Career growth opportunities.

Portfolio

A portfolio or previous work samples are preferred.

Application

Send your resume and portfolio through WhatsApp to +91 8669147417