

WORK VAPOR

Job Link: <https://workvapor.in/jobs/social-media-production-support-workflow-associate-351313/>

HIRING ORGANIZATION

Pitonia Agency

EMPLOYMENT TYPE

Full-time

JOB LOCATION

201301, Noida, Uttar Pradesh, India

? Remote work from: India

DATE POSTED

? June 11, 2026

SOCIAL MEDIA PRODUCTION SUPPORT, WORKFLOW ASSOCIATE

BASE SALARY

INR 8000 - INR 12000

DESCRIPTION

Pitonia Agency Hiring Junior Content Producer

Pitonia Agency is hiring a Junior Content Producer and Operations Associate. This is a hybrid creative and operations opening in Noida. The work is good for someone who likes content, reels, and smooth team support.

Salary is ?8,000 to ?12,000 per month. The salary depends on skill, reliability, and experience.

Email: harshita@pitoniaagency.com

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About The Work

You will work closely with the team on shoots and content operations. The work also includes reel execution, file handling, and daily agency support.

This is a fast-moving creative job. The company wants someone who is organized, calm, and ready to learn quickly.

Main Responsibilities

- Assist during content shoots
- Help with lighting and setup
- Record BTS and phone content
- Support creators and clients on set
- Organize footage and backups
- Maintain folder structure and drive files

- Export reels and content files
- Track calendars and deliverables
- Help with captions and thumbnails
- Support posting and scheduling
- Coordinate edits and approvals
- Handle simple client needs when needed

Skills Required

- Basic Instagram reel knowledge
- Good communication skills
- Strong organization
- Punctual work style
- Willingness to learn fast
- Ability to handle multiple tasks calmly

Bonus Skills

- CapCut or Premiere Pro knowledge
- Interest in photography or videography
- Content creation experience
- Short-form content understanding

Work Environment

This is a hybrid role. Some work will happen on shoot locations. Some work will be done through remote coordination. The company says there is room to grow into bigger creative and production work.

How To Apply

Send your resume or portfolio. Share your Instagram handle if relevant. You can also send reels or content samples you have worked on.

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