

WORK VAPOR

Job Link: <https://workvapor.in/jobs/student-relations-and-digital-marketing-coordinator-341449/>

HIRING ORGANIZATION

The IB Insight

EMPLOYMENT TYPE

Full-time, Contractor

JOB LOCATION

India

? Remote work from: India

STUDENT RELATIONS AND DIGITAL MARKETING COORDINATOR

BASE SALARY

INR 25000 - INR 30000

DESCRIPTION

Executive Assistant

Company Name

The IB Insight

Location

Remote

Pay

₹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. They are looking for a motivated and organized person. The work is remote-friendly. The team wants someone who can communicate well and handle many tasks with ease.

About the Work

This is a mixed support and marketing position. You will talk with clients and teachers. You will also help with online marketing and daily operations. The work needs a calm mind, clear communication, and good time management.

Key Responsibilities

Client & Teacher Management

- Reply to client questions and follow-ups
- Build good relationships with students, parents, and guardians
- Manage teacher schedules and assignments
- Help new teachers join smoothly
- Solve small issues between clients and teachers in a polite way

Communication

- Handle email, WhatsApp, and phone messages
- Write short updates, announcements, and newsletters
- Keep records of communication in an organized way

Marketing & Social Media

- Manage social media pages like Instagram and Facebook
- Create posts, reels, and stories
- Support campaigns that bring in new students
- Check engagement and suggest simple improvements
- Make basic promotional designs using Canva or similar tools

General Support

- Help with daily admin work
- Use simple tools like Google Sheets, QuickBooks, Zoho, or similar apps
- Keep work organized and on time

Education Needed

A bachelor's degree in Marketing, Communications, Business Administration, Education, or a related field is preferred. Practical experience can also be considered.

What They Want

- Good communication skills
- Experience in coordination, operations, or admin work
- Social media management experience
- Ability to handle multiple tasks
- Basic invoicing tool knowledge
- A proactive and problem-solving attitude
- Experience in education or tutoring is a plus

Why Join

- Remote and flexible contract work
- Chance to work with a growing education company
- Supportive team environment
- Good opportunity to grow with the company

How to Apply

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

Contact Details

Email: theibinsight@gmail.com