

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/upwork-talent-coordinator-freelance-engagement-management/>

## UPWORK TALENT COORDINATOR – FREELANCE ENGAGEMENT MANAGEMENT

### BASE SALARY

INR 5000 - INR 10000

### DESCRIPTION

#### Pexaworks

Remote | Full-Time | Freelance Platform Management | Talent Coordination Role

₹5,000 per month

### About Work

This job is about managing freelance talent on platforms like Upwork. You will help in finding freelancers, talking to them, and managing project work in simple and organized way.

Contact for quick response: [hr@pexaworks.com](mailto:hr@pexaworks.com)

### Key Responsibilities

- Manage Upwork profile and job postings
- Create and review freelancer job proposals
- Find and shortlist suitable freelancers
- Communicate project needs clearly to freelancers
- Handle contracts and milestone tracking
- Monitor project progress and delivery timelines
- Check quality of freelancer work
- Maintain reports of active projects and performance

### Skills Needed

### HIRING ORGANIZATION

Pexaworks

### EMPLOYMENT TYPE

Full-time

### JOB LOCATION

? Remote work from: India

### DATE POSTED

? April 16, 2026

### VALID THROUGH

2027-02-16

- Basic understanding of freelance platforms like Upwork
- Good written communication skills
- Ability to manage multiple tasks at same time
- Basic knowledge of IT, design or product work is helpful
- Analytical thinking for selecting right freelancers
- Comfortable with remote coordination work

## Preferred Experience

- Experience in freelance hiring or vendor management
- Knowledge of tools like Notion, Trello or Jira
- Background in HR, operations or project handling
- Familiar with software or agency environment

## Work Style

This is remote coordination work. You will connect with freelancers and ensure smooth delivery of projects with proper communication and tracking.

## Why This Role

- Real exposure to global freelance hiring
- Learning about software and product workflows
- Growth opportunity into operations or management roles
- Flexible remote work setup

## How to Apply

Send your resume and short note about your experience

Email: [hr@pexaworks.com](mailto:hr@pexaworks.com)

Mention your work history with freelancers or coordination tasks

## Pay Details

?5,000 per month

Performance based growth and future full-time opportunity possible