

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/work-from-home-social-media-opening-creative-calendar-mumbai-345958/>

## HIRING ORGANIZATION

Creative Calendar

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

400001, Mumbai, Maharashtra, India  
**? Remote work from: India**

## DATE POSTED

? June 2, 2026

## WORK FROM HOME SOCIAL MEDIA OPENING, CREATIVE CALENDAR MUMBAI

### BASE SALARY

INR 18000 - INR 34000

### DESCRIPTION

#### Creative Calendar Junior Content and Social Media Executive

Mumbai. Hybrid remote work.  
Full-time opening.  
Experience needed: 1 to 2 years in a marketing agency.  
Immediate joining within 7 days.

Contact Details:  
creativecalendar.in@gmail.com

Creative Calendar is hiring for a junior content and social media position. This is a creative digital marketing opening. The work is mostly work from home. Some on-ground support for shoots or events may be needed with prior notice.

#### About The Work

You will help manage social media content and brand pages. You will also support content planning and posting. The role needs someone who stays active with trends and can work in a fast-moving team.

You should be comfortable with content, design tools, and daily coordination.

#### Responsibilities

- Review shoot and event footage
- Select best moments for Reels and stories
- Schedule and publish content on social platforms

- Handle multiple brand accounts
- Reply to DMs and comments
- Work on Canva and AI tools
- Support content calendar planning
- Coordinate with editors and team members
- Maintain folders, schedules, and trackers
- Join calls on Zoom or Google Meet

### Requirements

- 1 to 2 years agency experience required
- Good knowledge of Instagram, Facebook, and LinkedIn
- Canva design skills
- Good communication skills
- Good organization skills
- Attention to detail
- Interest in digital marketing
- Ability to multitask
- Comfort with remote work
- Fast response and self-discipline

### Good To Have

- Awareness of social media trends
- Knowledge of Meta Business Suite
- Interest in content creation
- Basic copywriting sense

### Job Details

Location: Mumbai, Navi Mumbai, or Thane

Work Type: Full-time

Work Mode: Mostly remote

Work Location: Hybrid remote in Mumbai, Maharashtra

### Benefits

- Commuter assistance
- Work from home

## RESPONSIBILITIES

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Review shoot and event footage

Select best moments for Reels and stories

## SKILLS

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Attention to detail  
Interest in digital marketing  
Ability to multitask  
Comfort with remote work  
Fast response and self-discipline

## **JOB BENEFITS**

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Commuter assistance  
Work from home

## **EXPERIENCE**

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needed: 1 to 2 years in a marketing agency.