

Job Title: Creative & Social Media Manager

Location: Lajpat Nagar, New Delhi

Job Type: Full-time

Experience: 2-4 years in social media or client servicing roles (preferred)

Job Description:

We are looking for a dynamic Creative & social media Manager to join our emerging creative agency. The ideal candidate will be at the heart of managing creative content and client driving projects from concept to execution. If you thrive in a fast-paced environment and are **passionate about social media and video content**, this role is perfect for you!

Key Responsibilities:

1. Social Media Management:
 - Oversee the planning, execution, and monitoring of clients' social media accounts.
 - Develop strategies to grow audiences and enhance engagement across platforms.
2. Collaboration with Creative Teams:
 - Coordinate with designers and video editors to ensure the creation of high-quality, engaging content.
 - Ensure that content aligns with client goals and brand guidelines.
3. Content Calendar Development:
 - Work on creating detailed content calendars for clients, ensuring timely delivery and variety in content.
4. Script Writing & Copywriting:
 - Write compelling scripts for video content, ads, and client campaigns.
 - Develop engaging copy for social media posts, ensuring the tone resonates with the target audience.
5. Social Media Publishing:
 - Handle the scheduling and publishing of posts across various social media platforms.
 - Monitor performance and report on key metrics.
6. Client Communication:
 - Act as the primary point of contact for clients, managing their needs and ensuring expectations are met.



- Provide regular updates and progress reports, addressing feedback and adjustments in a timely manner.
- 7. Project management - Ability to manage complex projects
- 8. Video shoots - Co-ordinate video shoots, work with camera persons and crew

What's in it for you?

- **Holistic Learning:**
Gain in-depth experience in all aspects of digital marketing, from content creation to strategy development.
- **AI Integration:**
Learn to use cutting-edge AI tools for business and marketing automation, giving you an edge in the digital space.
- **Creative Growth:**
Be a part of an innovative environment that encourages out-of-the-box thinking, creativity, and professional growth.

Requirements:

- Proven experience in a creative, client servicing, or social media role.
- Strong communication and copywriting skills.
- Ability to manage multiple projects and meet tight deadlines.
- Familiarity with AI tools and platforms is a plus.
- A team player with a proactive approach to problem-solving.

Location:

8 Vikram Vihar Extension, Lajpat Nagar IV, New Delhi-110024

Join our team and play a key role in shaping the digital presence of leading brands while growing your skills in the exciting world of digital marketing!

