

Project Manager (Execution & QA)



Role Overview:

We are looking for a highly organized Project Manager to coordinate client projects, manage timelines, and ensure all deliverables meet quality standards.

This role is focused on execution keeping projects on schedule, maintaining clear communication, and ensuring all work is delivered accurately and on time.

Job Responsibilities:

- Project Coordination
 - Manage timelines, tasks, and deliverables across multiple projects
 - Ensure all work is completed according to schedule
 - Track daily progress and follow up with team members on pending tasks
 - Identify delays and ensure timely resolution
- Client Communication
 - Communicate with clients regarding project updates and timelines
 - Share progress, gather feedback, and relay updates to the internal team
 - Ensure all client requests and feedback are properly documented and actionedSend payments from company account
- Client Social Media Content
 - Track social media content calendars
 - Ensure all posts and assets are delivered and scheduled on time
 - Coordinate with internal team to maintain consistency and deadlines
- Quality Assurance (QA)
 - Review all deliverables before submission to clients
 - Check for accuracy, completeness, and alignment with requirements
 - Identify errors or inconsistencies and ensure corrections are made
- Flexibility to do other tasks that are adjacent to Project Management and Quality Assurance but not specifically listed above.

Requirements:

- ✓ Strong organizational and time management skills
- ✓ Clear and professional communication (written and verbal)
- ✓ High attention to detail
- ✓ Ability to manage multiple projects simultaneously
- ✓ Reliable follow-through and accountability
- ✓ Professional fluency in spoken and written English

Preferred:

- ✓ Experience working in a digital agency or service-based environment
- ✓ Familiarity with project management tools (ClickUp, Trello, Asana, etc.)
- ✓ Basic understanding of websites, social media, and digital workflows

Success in This Role:

- ✓ Projects are delivered on time and without delays
- ✓ Client communication is clear and consistent
- ✓ Tasks are tracked and completed efficiently
- ✓ Deliverables meet quality standards before reaching the client

Expectations:

- This is a full-time position
 - Monday – Friday 9-6 at the office in Dwarka, Sector 8
- Paid Time off includes 12 days sick leave, 12 days casual leave, 15 days earned leave, 7 paid holidays
- Calls with clients may occasionally take place late at night or early morning depending on the client's time zone so this schedule is flexible and can be shifted accordingly
- Office Hours and client calls combined should never exceed the legal 48 hour per week limit without additional compensation

Compensation: ₹30,000 – ₹40,000 /month (depending on experience)