



**JOIN OUR TEAM
NOW!**

WE ARE HIRING

APPLY NOW!

About Automate Business (Zillion Analytics Pvt. Ltd)

Founded in 2016, **Automate Business** (a division of Zillion Analytics Pvt. Ltd.) is a fast-growing IT company based in Gurgaon, India. We specialize in **Business Automation Apps** that help organizations streamline operations, improve productivity, and scale efficiently.

Our flagship SaaS solutions – **Automate Team** (Task & Workflow Management) and **Automate Sales** (CRM & Sales Automation) – are trusted by numerous small and medium businesses for their **ease of use, flexibility, and efficiency**.

At Automate Business, we don't just build software – we empower businesses to work smarter, save time, and achieve more.

Why Work With Us?

- **Innovative Culture:** Be part of a team that thrives on creativity and fresh ideas. Your voice will be heard, and your contributions will shape the future of work automation.
- **Growth Opportunities:** From structured learning to real-world challenges, we support your professional and personal development every step of the way.
- **Impactful Work:** Join a company that is making a real difference in the MSME sector, helping businesses scale using technology. You'll work on meaningful projects that create lasting impact.

Office Details:

- **Location:** 1003, Emaar Colonade, Sector 66, Gurgaon
- **Working Days:** 5 days (may vary depending on business requirements)
- **Shift Timings:** 10 AM – 7 PM
- **Website:** www.automatebusiness.com

Job Description – Social Media Manager

Company: Zillion Analytics Pvt. Ltd. (Automate Business)

Location: Gurugram (On-site)

Experience: 3 to 5 Years

Employment Type: Full-time

Working Days: 5 Days (may vary based on requirements)

Shift Timings: 10:00 AM – 7:00 PM

Website: www.automatebusiness.com

YouTube channel - <https://youtube.com/c/Kewalkishan/>

Role Overview

We are looking for a **creative and performance-driven Social Media Manager** who can plan, execute, and optimize content strategies across multiple platforms. The ideal candidate should have a strong understanding of **audience behavior, content trends, and growth strategies** to build brand presence and drive engagement.

This role requires a balance of **creativity + analytics + execution**.

Key Responsibilities

- Plan and execute a **social media content strategy** aligned with business goals
- Manage and grow platforms like **Instagram, LinkedIn, YouTube, and Facebook**
- Create and oversee **high-performing content (reels, posts, stories, campaigns, videos)**
- Analyze performance metrics and optimize content based on insights
- Collaborate with **video editors, content creators, and the marketing team**
- Stay updated with **trends, viral formats, and platform algorithms**
- Manage posting schedules, content calendars, and campaign timelines
- Engage with the audience through comments, DMs, and community building
- Work on **lead generation and brand awareness campaigns**

Requirements

- 3 to 5 years of experience in **Social Media Management / Digital Marketing**
- Strong understanding of **Instagram & LinkedIn growth strategies**
- Knowledge of **content formats (reels, carousels, hooks, storytelling)**
- Basic understanding of **analytics tools (Instagram Insights, Google Analytics, etc.)**
- Good communication and content planning skills
- Ability to work in a **fast-paced, execution-driven environment**

Tools & Platforms

- Social Platforms: Instagram, LinkedIn, YouTube, Facebook
- Tools: Canva, Meta Business Suite, Scheduling Tools
- Analytics: Google Analytics, Platform Insights

Good to Have

- Experience working with **marketing/creative agencies**
- Understanding of **performance marketing & paid campaigns**
- Good knowledge of **video editing or content creation**

Why Join Us

- Work on **high-growth, high-impact digital campaigns**
- Opportunity to **build and scale brand presence**
- Collaborative and fast-learning startup environment
- Exposure to **real business growth strategies**

Application Requirement (Mandatory)

Please share:

- Your **portfolio / social media handles / past work links**
- Any **campaigns or pages you have managed**