

SEO Project Manager

○ Full Time ↗ New Delhi 📅 3-4 Years Experience

We're looking for an experienced **SEO Project Manager** to lead and manage multiple SEO projects, coordinate with clients and internal teams, develop growth strategies, monitor performance, and ensure timely delivery of measurable SEO results.

Key Skills We're Looking For

- ✓ SEO Strategy & Planning
- ✓ Team Leadership
- ✓ Client Communication
- ✓ Project Management

Roles & Responsibilities

- ▶ Lead and manage multiple SEO projects simultaneously, ensuring quality and consistency across accounts.
- ▶ Act as the primary point of contact for clients, coordinating expectations, timelines, and deliverables.
- ▶ Collaborate with internal content, technical, and outreach teams to execute integrated SEO campaigns.
- ▶ Develop and implement data-driven growth strategies tailored to each client's business goals.
- ▶ Monitor keyword rankings, traffic, and campaign performance using SEO tools and analytics platforms.
- ▶ Prepare and present performance reports highlighting measurable results and next steps.
- ▶ Ensure timely delivery of all project milestones while maintaining quality standards.
- ▶ Stay updated on search engine algorithm changes and evolving SEO best practices.

What We're Looking For

- ▶ 3-4 years of proven experience managing SEO projects, preferably in an agency environment.
- ▶ Strong understanding of on-page, off-page, and technical SEO fundamentals.
- ▶ Hands-on experience with tools such as Google Analytics, Search Console, SEMrush, or Ahrefs.
- ▶ Excellent client-facing communication and presentation skills.
- ▶ Demonstrated ability to lead and mentor a team of SEO executives/analysts.
- ▶ Strong organizational skills with the ability to manage multiple deadlines at once.
- ▶ A results-oriented mindset with a focus on measurable, data-backed outcomes.

JOB TYPE	LOCATION	EXPERIENCE	OPENINGS
Full Time	New Delhi	3-4 Years	2 Positions

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