



Online Bidding Specialist Job for Housewives (Part Time with Flexible Hours)

Location: B-17, Islamabad, Pakistan (On-site/Remote)

Job Type: Part-Time (Flexible Hours – Choose Your Own Working Time)

Experience Required: Minimum 2 Years of Experience in Online Bidding (Fiver & Upwork)

About Us

At **IT Solutions Hub 2010 Pvt Ltd**, we empower global businesses through web development, UI/UX design, software engineering, and digital marketing. To expand our client base worldwide, we are looking for **motivated housewives** who want to utilize their skills from home or office, manage their own schedules, and contribute to our international growth through online bidding platforms such as **Upwork, Fiverr, and LinkedIn**.

Key Responsibilities

- Manage and optimize profiles on **Upwork, Fiverr, and other freelance platforms**.
- Create engaging profile descriptions, gig listings, and service offerings to attract clients.
- Identify relevant projects and submit **customized proposals**.
- Apply **effective bidding strategies** to maximize project wins.
- Maintain high client response rates and follow-ups.
- Collaborate with internal teams to understand client requirements.
- Stay updated with **marketplace trends** to improve bidding results.

Requirements





- Prior experience in **winning projects on freelance platforms** (Upwork/Fiverr/LinkedIn).
- Strong knowledge of **proposal writing and bidding strategies**.
- Excellent English communication (written & verbal).
- Familiarity with IT services (web development, UI/UX, software development).
- Self-motivated, proactive, and able to **work independently**.

What We Offer

- **Flexible part-time hours** – Work at your convenience (morning, afternoon, or evening).
- Opportunity to **work from home** and manage family responsibilities alongside career growth.
- **Performance-based incentives** up to 30% per project.
- Supportive team environment with guidance for continuous improvement.

