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IndiGo Airlines – Administrative Assistant/Fast Job Search

Job Location

India
Remote work from: IND

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Base Salary

USD 13 - USD 26

Qualifications

Graduate

Employment Type

Full-time

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Description

IndiGo Airlines

As an Administrative Assistant at IndiGo, you'll play a vital role in supporting our various departments and ensuring smooth operations across the company. You'll be the go-to person for administrative tasks, providing valuable assistance to our team members and contributing to a positive and efficient work environment.

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Responsibilities:

- **Provide administrative support:** Manage calendars, schedules, and travel arrangements for assigned team members. Organize meetings, prepare presentations, and maintain accurate records.
- **Handle communication:** Respond to emails and phone calls promptly and professionally. Draft correspondence, letters, and reports as needed.
- **Maintain office efficiency:** Process invoices, purchase orders, and other administrative documents. Ensure office supplies are stocked and maintain a clean and organized workspace.
- **Additional responsibilities:** Depending on the department, you may also assist with data entry, project management, or other specific tasks.

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Indigo

Date posted

February 15, 2024

Valid through

31.08.2024

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Indigo Careers

Skills and Qualifications:

- **Strong organizational and time management skills:** Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- **Excellent communication and interpersonal skills:** Ability to interact effectively with colleagues at all levels, both verbally and in writing.
- **Proficiency in MS Office Suite:** Word, Excel, PowerPoint, and Outlook.
- **Strong attention to detail and accuracy:** Ability to work meticulously and ensure error-free execution of tasks.
- **Adaptability and willingness to learn:** Ability to quickly grasp new concepts and procedures.
- **Positive attitude and team player:** Collaborative spirit and a commitment to contributing to a positive work environment.

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