



<https://jobroll.govhelp.in/job/indigo-airlines-administrator-job-alert/>

IndiGo Airlines – Administrator/Job Alert

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 Administrator at IndiGo, you'll be the backbone of our office environment, providing essential support to various departments and ensuring efficient day-to-day operations. From managing travel arrangements and schedules to handling administrative tasks and vendor relationships, you'll be at the heart of keeping our teams productive and focused.

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Indigo Jobs Near Me

Responsibilities:

- **Travel & Logistics:**
 - Coordinate travel arrangements for staff, including booking flights, hotels, and transportation.
 - Manage expense reports and ensure adherence to company policies.
 - Liaise with vendors and agencies to secure preferred rates and services.
- **Office Administration:**
 - Maintain office schedules and calendars for senior management.
 - Handle visitor reception and manage meeting arrangements.
 - Procure and manage office supplies and equipment.
 - Coordinate internal communication and document flow.
- **Vendor & Client Management:**
 - Research and select vendors for various services.

Hiring organization

Indigo

Date posted

January 22, 2024

Valid through

31.08.2024

APPLY NOW

- Negotiate contracts and maintain positive relationships with key vendors.
- Assist with client requests and inquiries.

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Indigo Careers

Skills & Qualifications:

- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Detail-oriented and meticulous with a focus on accuracy.
- Ability to work independently and as part of a team.
- Bachelor's degree in any relevant field (Business Administration, Hospitality, etc.) preferred.

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Important Links

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