



<https://jobroll.govhelp.in/job/indigo-airlines-office-manager-job-change/>

## IndiGo Airlines – Office Manager/Job Change

### 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 our Office Manager, you'll be the backbone of our administrative operations, playing a pivotal role in ensuring smooth functioning, efficiency, and a positive work environment for our team. You'll wear many hats, from managing day-to-day operations to fostering a collaborative spirit within the office.

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### Indigo Jobs Near Me

### Responsibilities:

- **Office Management:**
  - Oversee office supplies, inventory, and equipment maintenance.
  - Manage administrative staff and delegate tasks effectively.
  - Coordinate travel arrangements and logistics for office personnel.
  - Ensure adherence to company policies and procedures.
- **Financial Management:**
  - Process invoices and payments accurately and efficiently.
  - Assist with budgeting and expense tracking.
  - Maintain financial records and reports.
- **HR Support:**
  - Provide initial administrative support to the HR team.
  - Assist with onboarding new employees.
  - Coordinate office events and team-building activities.

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### Hiring organization

Indigo

### Date posted

February 26, 2024

### Valid through

31.08.2024

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Indigo Careers

**Skills & Qualifications:**

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficient in MS Office Suite, particularly Excel and Word.
- Ability to work independently and as part of a team.
- Detail-oriented and highly accurate.
- Adaptable and able to thrive in a fast-paced environment.
- Minimum of a Bachelor's degree in Business Administration or relevant field.

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