



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

IndiGo Airlines – Office Manager/Private Jobs

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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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 22, 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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