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Indigo Fresher Jobs – Indigo Careers – Fresher Jobs For Administrative Manager Post

Hiring organization
Indigo

Job Location

India
Remote work from: IND

Date posted
March 16, 2024

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Valid through
31.08.2024

Base Salary

USD 13 - USD 26

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Qualifications

Graduate

Employment Type

Full-time

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Description

IndiGo Airlines Recruitment 2024

We're seeking a highly organized and resourceful Administrative Manager to join our growing team. In this remote role, you'll be responsible for a wide range of administrative tasks, providing essential support to various departments within the organization. From managing day-to-day operations to overseeing travel arrangements and vendor management, you'll wear many hats and ensure everything runs smoothly behind the scenes. Your meticulous attention to detail, strong communication skills, and ability to prioritize tasks will be instrumental in keeping our office functioning efficiently.

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Responsibilities:

- Oversee and manage the day-to-day administrative functions of the assigned department(s).
- Develop and implement efficient filing systems to ensure the smooth organization and retrieval of documents.
- Manage office supplies, equipment, and inventory, ensuring timely procurement and cost-effectiveness.
- Coordinate travel arrangements for team members, including booking flights, hotels, and transportation.
- Liaise with vendors and service providers, ensuring timely delivery of services and adherence to contracts.

- Schedule and manage meetings, appointments, and conferences for assigned personnel.
- Manage office budgets and prepare reports as required.
- Draft and manage correspondence, including emails, letters, and reports.
- Provide administrative support to senior management and departmental heads.
- Contribute to the development and implementation of new administrative processes and procedures.
- Maintain a professional and positive work environment.

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Indigo Careers

Skills:

- Bachelor's degree in Business Administration, Management, or a related field (or equivalent experience).
- Minimum of 3-5 years of experience in a similar administrative role.
- Proven experience in managing multiple tasks simultaneously and prioritizing effectively.
- Excellent organizational skills and a meticulous attention to detail.
- Strong communication and interpersonal skills, with the ability to build rapport with colleagues and external stakeholders.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Time management skills and the ability to meet deadlines consistently.
- Excellent problem-solving and analytical skills.
- Proficient in written and spoken English.

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