



<https://jobroll.govhelp.in/job/indigo-recruitment-2023-freshers-jobs-office-manager-post/>

## Indigo Recruitment 2023 – Freshers Jobs – Office Manager Post

### Hiring organization

Indigo

### Job Location

India

Remote work from: IND

### Date posted

September 28, 2023

### Valid through

31.12.2023

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### Base Salary

USD 15,000 - USD 22,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Indigo Recruitment 2023

The Office Manager is responsible for the day-to-day operations of the Indigo office. They will work with a team of administrative staff to ensure that the office runs smoothly and efficiently. Office Managers will also be responsible for managing the office budget, overseeing office projects, and providing support to the General Manager.

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### Indigo Jobs Near Me

### Responsibilities

- Manage the day-to-day operations of the Indigo office
- Oversee a team of administrative staff
- Manage the office budget
- Oversee office projects
- Provide support to the General Manager
- Perform other duties as assigned

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### Indigo Careers

### Skills

- Excellent organizational and time management skills
- Strong administrative and clerical skills
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills

**Important Links** Find the Link in [Apply Now](#) Button

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