



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

Indigo Recruitment 2023 – Job Card – Office Manager Post

Hiring organization
Indigo

Job Location

India
Remote work from: IND

Date posted
September 22, 2023

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Valid through
31.12.2023

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

Ability to manage multiple priorities and deadlines

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

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