

## Air Arabia Careers – Jobs Near Me – Operations Assistant Job Alerts

**Hiring organization**  
Air Arabia

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

### Date posted

March 23, 2024

### Valid through

31.12.2024

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### Base Salary

USD 18 - USD 20

### Qualifications

Graduate

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### Employment Type

Full-time

### Description

## Air Arabia Recruitment 2024

### About Air Arabia

Air Arabia is a leading low-cost carrier in the Middle East and North Africa, renowned for its passion for service and commitment to affordability. We connect people, cultures, and experiences through a wide range of destinations, offering a dynamic and innovative approach to air travel. At Air Arabia, we foster a collaborative and fast-paced work environment, where you'll have the opportunity to contribute to our continued growth and success.

### Why Join Us as an Operations Assistant?

This is your chance to embark on a rewarding career in the aviation industry with a company that values its employees. As an Operations Assistant, you'll play a pivotal role in supporting the smooth operation of our flights. You'll be the backbone of our team, ensuring efficient processes and exceptional customer service. This remote-friendly position allows you to contribute from anywhere in the world, as long as you have a reliable internet connection.

### The Position

Air Arabia is seeking a highly motivated and detail-oriented Operations Assistant to join our dynamic team. In this remote-friendly role, you'll provide crucial support to

ensure the seamless operation of our flights.

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### **Job Summary**

As an Operations Assistant, you'll wear many hats. You'll be responsible for a variety of tasks, including:

- Processing flight information and documentation: This includes maintaining accurate flight schedules, passenger manifests, and cargo information.
- Monitoring flight status and providing updates: You'll keep track of flight movements, delays, and cancellations, proactively communicating updates to internal teams and passengers (when applicable).
- Assisting with flight operations: You'll support pre-departure checks, boarding procedures, and post-flight activities. (Remote aspects may not include direct interaction with passengers).
- Data entry and record keeping: You'll ensure the accuracy and completeness of operational data in our systems.
- Providing administrative support: You'll assist the Operations team with various administrative tasks, such as scheduling meetings, preparing reports, and maintaining records.
- Working collaboratively with other departments: You'll liaise with teams such as Crew Control, Ground Operations, and Customer Service to ensure smooth coordination.

### **Key Responsibilities:**

- Upholding Air Arabia's high standards for safety, security, and efficiency.
- Demonstrating excellent attention to detail and accuracy in all tasks.
- Possessing strong organizational skills and the ability to manage multiple tasks effectively.
- Adapting to a fast-paced environment and handling pressure effectively.
- Contributing to a positive and collaborative team atmosphere.
- Maintaining a professional and courteous demeanor when interacting with colleagues and stakeholders (when applicable).

### **Required Skills and Qualifications:**

- High school diploma or equivalent.
- Minimum of 1 year of experience in a customer service or administrative role (preferred).
- Strong computer literacy with proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills in English.
- The ability to work independently and as part of a team.
- A keen eye for detail and a commitment to accuracy.
- Excellent problem-solving skills and the ability to think critically.
- Strong organizational skills and the ability to prioritize tasks effectively.
- Adaptability and the ability to thrive in a fast-paced environment.

### **Experience:**

This role is open to both freshers and experienced candidates. While experience in the aviation industry is a plus, it is not mandatory. We value your transferable skills, such as customer service experience, administrative expertise, and a strong work ethic.

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### **Why Join Air Arabia?**

At Air Arabia, we offer more than just a job; we offer a rewarding career with exciting opportunities for growth. Here are just a few reasons to join our team:

- **Remote work flexibility:** Enjoy the freedom and convenience of working from a remote location.
- **Competitive salary and benefits package:** We offer a competitive compensation package that includes health insurance, paid time off, and other benefits.
- **Dynamic and fast-paced work environment:** Be part of a growing and innovative company that is revolutionizing air travel.
- **Opportunity for professional development:** We invest in our employees and provide opportunities for learning and development.
- **Global exposure:** Be part of a team that connects people and cultures across the world.
- **Positive and collaborative work culture:** We foster a supportive and inclusive environment where everyone feels valued.

### **Application Process**

To apply, please submit your resume and cover letter online. In your cover letter, highlight your skills and experience that make you a perfect fit for this role.

### **Join Us and Take Off!**

We are looking for passionate and motivated individuals who are eager to contribute to our success. If you are looking for a rewarding career in a dynamic and growing company, then Air Arabia is the place for you.

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**Important Links**

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