



<https://targetjob.govhelp.in/job/indigo-careers-jobs-near-me-administrative-assistant-in-indigo/>

IndiGo Careers – Jobs Near Me – Administrative Assistant In IndiGo

Hiring organization
IndiGo

Job Location

India
Remote work from: IND

Date posted
February 10, 2024

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.08.2024

Base Salary

USD 13 - USD 25

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

IndiGo Careers

IndiGo is India's leading low-cost airline, renowned for its affordable fares, courteous service, and on-time performance. We operate a fleet of over 280 aircraft and connect passengers to more than 70 destinations across the globe. As an Administrative Assistant at IndiGo, you will be part of a passionate team committed to making air travel accessible and enjoyable for everyone.

(adsbygoogle = window.adsbygoogle || []).push({});

IndiGo Jobs near me

Responsibilities:

- Provide administrative support to assigned departments, including scheduling meetings, managing calendars, and coordinating travel arrangements.
- Process expense reports, invoices, and other financial documents with accuracy and efficiency.
- Maintain filing systems, databases, and other administrative records in an organized and accessible manner.
- Respond to inquiries from internal and external stakeholders in a professional and timely manner.
- Assist with various projects as assigned, demonstrating initiative and problem-solving skills.

(adsbygoogle = window.adsbygoogle || []).push({});

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



IndiGo Careers

Skills:

- Minimum qualification: 12th standard pass with a diploma in Secretarial Practice or relevant field.
- Excellent communication and interpersonal skills, both written and verbal.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Proficient in using Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Adaptable and flexible, able to work in a fast-paced environment with multiple deadlines.
- A positive attitude and willingness to learn new skills.

Tags: IndiGo , recruitment, job opportunities, career, hiring, job search, job application, IndiGo careers, work at IndiGo , job openings, job vacancies, job opportunities at IndiGo , IndiGo jobs, IndiGo recruitment 2024, IndiGo hiring 2024

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs



Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

```
(adsbygoogle = window.adsbygoogle || []).push({});
```