



<https://targetjob.govhelp.in/job/indigo-jobs-jobs-for-freshers-administrator-in-indigo/>

IndiGo Jobs – Jobs For Freshers – Administrator in IndiGo

Job Location

India
Remote work from: IND

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Base Salary

USD 15 - USD 25

Qualifications

Graduate

Employment Type

Full-time

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Description

IndiGo Jobs

Do you thrive in a fast-paced environment and enjoy keeping things running smoothly? Are you detail-oriented and possess excellent communication skills? If so, then a career as an Administrative Assistant at IndiGo could be the perfect fit for you!

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Responsibilities:

- Provide comprehensive administrative support to a designated department or team, including scheduling appointments, managing calendars, and maintaining filing systems.
- Process expense reports, travel requests, and other administrative documents accurately and efficiently.
- Coordinate communication between internal and external stakeholders, ensuring timely and professional responses to inquiries.

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Hiring organization

IndiGo

Date posted

March 5, 2024

Valid through

31.08.2024

APPLY NOW



IndiGo Careers

Skills:

- Strong organizational skills with the ability to prioritize and manage multiple tasks effectively.
- Excellent communication and interpersonal skills, with the ability to build rapport with a diverse range of people.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and comfortable learning new software programs.

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