



<https://targetjob.govhelp.in/job/indigo-recruitment-2023-24-free-jobs-alerts-office-executive-post/>

## IndiGo Recruitment 2023-24 – Free Jobs Alerts – Office Executive Post

**Hiring organization**  
IndiGo

### Job Location

India  
Remote work from: IND

### Date posted

December 28, 2023

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### Valid through

31.08.2024

### Base Salary

USD 20,000 - USD 23,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

## IndiGo Recruitment 2023-24

In this role, you'll be the oil that keeps the engine running, the detailer who ensures smooth take-offs and landings. Your dedication and organizational skills will be instrumental in keeping IndiGo running like clockwork.

### IndiGo Jobs near me

### Responsibilities:

- **Master of logistics:** Manage administrative tasks with proficiency, from document organization and travel arrangements to scheduling meetings and maintaining office supplies.
- **Communication hub:** Facilitate efficient communication within and across departments, handling emails, phone calls, and internal memos with accuracy and professionalism.
- **Tech-savvy wizard:** Utilize computer applications and office software like a pro, ensuring data entry, record-keeping, and reporting are accurate and timely.

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### IndiGo Careers

### Skills:

- **Communication clarity:** Excellent written and spoken English, with the ability to communicate effectively with diverse stakeholders.
- **Organization champion:** Proficient in time management, scheduling, and maintaining a clutter-free and organized workspace.
- **Detail detective:** Possess a keen eye for accuracy and a meticulous approach to handling documents and data.
- **Tech-savvy navigator:** Comfortable with basic computer applications and office software.

#### Important Links

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

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