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IndiGo Recruitment – Job Search – Administrative Assistant

Hiring organization

IndiGo

Date posted

February 24, 2024

Valid through

31.08.2024

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Job Location

India

Remote work from: IND

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Base Salary

USD 13 - USD 25

Qualifications

Graduate

Employment Type

Full-time

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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.

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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.

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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.

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