

Indigo Recruitment 2023 – Jobs For Freshers – Office Manager Post

Hiring organization

Indigo

Job Location

India

Remote work from: Brazil

Date posted

June 3, 2023

Valid through

31.12.2023

Base Salary

USD. 11,500 - USD. 17,500

APPLY NOW

Qualifications

12th Pass, Graduate.

Employment Type

Full-time

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Description

Indigo Recruitment 2023

IndiGo Airlines, one of India's leading airlines, is currently seeking dynamic and enthusiastic individuals for the position of Office Manager. As an Office Manager, you will play a pivotal role in ensuring the smooth operation of the office and providing efficient administrative support to the team. This is an excellent opportunity for freshers who are looking to kickstart their careers in a fast-paced and vibrant work environment.

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Indigo Jobs Near Me

Responsibilities:

1. Office Administration: Oversee day-to-day office operations, including managing office supplies, equipment, and facilities. Ensure a clean, organized, and welcoming office environment. Coordinate with vendors for services, repairs, and maintenance as required.
2. Administrative Support: Provide comprehensive administrative support to the team, including managing schedules, arranging meetings, and preparing documents and presentations. Handle incoming and outgoing correspondence, emails, and calls. Maintain confidential records and files.
3. Travel and Accommodation: Assist with travel arrangements for employees, including flight bookings, hotel reservations, and transportation arrangements. Coordinate with travel agencies and negotiate the best rates. Prepare travel itineraries and handle any changes or cancellations.
4. Event Coordination: Support in planning and organizing company events, meetings, conferences, and workshops. Coordinate logistics, including venue booking, catering, audiovisual setup, and participant registrations. Ensure smooth execution of events.

5. Document Management: Maintain and update various office documents, including employee records, attendance sheets, and leave applications. Prepare and distribute reports, presentations, and other materials as needed. Ensure document accuracy and confidentiality.
6. Team Coordination: Collaborate with different teams and departments to facilitate effective communication and coordination. Act as a point of contact between management and employees. Assist in onboarding new employees and organizing employee engagement activities.

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Indigo Careers

Qualifications:

- Bachelor's degree or equivalent in any discipline.
- Excellent organizational and time management skills.
- Strong verbal and written communication skills.
- Proficient in using MS Office (Word, Excel, PowerPoint, Outlook).
- Attention to detail and ability to multitask.
- Ability to work independently and in a team.
- Problem-solving and decision-making abilities.
- Proactive and adaptable to changing priorities.
- Prior experience in office administration is a plus but not mandatory.

Important Links

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

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