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Air India Private Jobs – Air India Job Seeker – Office Manager Post

Hiring organization
Air India

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted

March 21, 2024

Valid through

31.08.2024

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Base Salary

USD 12 - USD 17

Qualifications

Graduate

Employment Type

Full-time

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Description

Air India Jobs Near Me

Air India is one of India's leading airlines, connecting people and cultures across the globe. With a growing network and a commitment to exceptional service, we're looking for a talented and motivated Office Manager to join our team.

Summary

In this role, you'll play a pivotal role in ensuring the smooth day-to-day operations of our office. You'll be responsible for a wide range of administrative tasks, from managing schedules and travel arrangements to overseeing supplies and equipment. You'll also be the first point of contact for visitors and staff, ensuring a professional and welcoming environment.

Key Responsibilities

- Provide comprehensive administrative support to the office, including scheduling appointments, managing travel arrangements, and coordinating meetings.
- Oversee office supplies and equipment, ensuring timely restocking and maintaining efficient inventory control.
- Manage office logistics, including mail and courier services, ensuring timely delivery and proper record-keeping.
- Maintain a clean, organized, and professional work environment.

- Act as the first point of contact for visitors and staff, greeting them professionally and addressing their inquiries.
- Coordinate with various departments within the organization to ensure smooth workflow and communication.
- Prepare reports and presentations as needed.
- Assist with travel arrangements for staff, including booking flights, hotels, and transportation.
- Manage office budgets and track expenses.
- Stay up-to-date on company policies and procedures.

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Required Skills and Qualifications

- Minimum of 2 years of experience in an office administration or related role.
- Proven organizational skills with the ability to prioritize tasks and meet deadlines.
- 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, Outlook).
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Experience in a fast-paced environment.
- Attention to detail and a commitment to accuracy.

Experience

This role is open to both freshers and experienced candidates. For freshers, a strong academic background, excellent communication skills, and a willingness to learn are highly desirable. Experienced candidates should have a proven track record of success in a similar role.

Why Join Air India

Air India offers a competitive salary and benefits package, along with the opportunity to work in a dynamic and exciting industry. You'll be part of a team dedicated to providing exceptional service to our customers, and you'll have the chance to play a vital role in the success of our company. Here are some additional perks of working at Air India:

- Competitive salary and benefits package
- Opportunity for career growth and development
- Work in a dynamic and fast-paced environment
- Be part of a team dedicated to providing exceptional service
- Travel benefits (discounts on flights)

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Application Process

To apply for this position, please submit your resume and cover letter online. In your cover letter, please tell us why you're interested in this role and what you can bring to Air India.

Motivate to Join

This is a great opportunity to launch your career in a well-established organization. If you're looking for a challenging and rewarding role, we encourage you to apply!

Air India is an equal opportunity employer and values diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

In Conclusion

As an Office Manager at Air India, you'll play a vital role in ensuring the smooth operation of our office. You'll be responsible for a wide range of administrative tasks, and you'll have the opportunity to interact with a variety of people. If you're a highly organized and detail-oriented individual with a positive attitude, we encourage you to apply!

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