



<https://jobfever.govhelp.in/job/air-india-private-jobs-job-seeker-administrative-manager-post/>

## Air India Private Jobs – Job Seeker – Administrative 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 27, 2024

### Valid through

31.08.2024

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### Base Salary

USD 15 - USD 21

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Air India Recruitment 2024

### Shape the Future of Indian Aviation

Do you thrive in a fast-paced environment and have a passion for ensuring smooth operations? Are you an organizational whiz with an eye for detail? If so, then this is the perfect opportunity for you!

### Air India Jobs Near Me

We are searching for a highly motivated and results-oriented individual to join our growing team as an Administrative Manager. In this pivotal role, you will play a key role in supporting our daily operations and ensuring the efficient functioning of our departments.

### About Air India

Air India, a national carrier steeped in rich tradition, is on an exciting journey of transformation. As we soar towards new heights, we are seeking talented individuals who are passionate about aviation and committed to excellence. By joining Air India, you'll become part of a dynamic team shaping the future of Indian aviation.

### Summary

The Administrative Manager will be a vital member of our team, providing comprehensive administrative support across various departments. You will be responsible for a wide range of tasks, including managing office operations, overseeing administrative staff, and ensuring adherence to company policies and procedures.

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### **Key Responsibilities**

- Overseeing daily office operations, which may include tasks such as managing supplies, scheduling appointments, and maintaining office equipment.
- Providing exceptional administrative support to senior management and departmental heads.
- Streamlining administrative processes by implementing new systems and procedures.
- Coordinating travel arrangements, meetings, and events.
- Managing budgets and maintaining accurate financial records.
- Ensuring adherence to company policies, procedures, and regulations.
- Supervising and mentoring administrative staff members, providing guidance and training as needed.
- Preparing reports and presentations as required.
- Effectively communicating with internal and external stakeholders.
- Identifying and implementing opportunities to improve efficiency and productivity within the administrative department.

### **Required Skills and Qualifications**

- Bachelor's degree in Business Administration, Management, or a related field (or equivalent experience).
- Minimum of 3-5 years of experience in a similar administrative role.
- Proven ability to manage multiple tasks simultaneously and prioritize effectively.
- Excellent organizational skills with a keen eye for detail.
- Strong communication, interpersonal, and written and verbal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Adaptability and willingness to learn new things.

### **Experience**

This role is open to both experienced administrative professionals and recent graduates with a strong academic background and a demonstrably keen interest in the aviation industry.

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### **Why Join Air India**

At Air India, we offer more than just a job; we offer a career filled with growth and opportunity. As an Administrative Manager, you will:

- Play a vital role in the smooth operation of a leading airline.
- Be part of a dynamic and collaborative team.
- Gain valuable experience in the aviation industry.
- Work in a fast-paced and challenging environment.
- Receive competitive compensation and benefits package.

### **Application Process**

To apply, please submit your resume and cover letter online. In your cover letter, please highlight your relevant skills and experience, and explain why you are interested in this position at Air India.

We are an equal opportunity employer and value 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.

### **Motivate to Join**

Are you ready to take your career to new heights? If you are a highly motivated and results-oriented individual with a passion for aviation, we encourage you to apply! Be part of the exciting journey of shaping the future of Indian aviation with Air India!

### **General Overview**

This position offers a unique opportunity to gain valuable experience in the dynamic world of aviation. You will be exposed to various aspects of the airline industry and play a vital role in ensuring the smooth operation of our organization. If you are looking for a challenging and rewarding career, then Air India is the place for you!

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**Click to Join**

**Important Links**

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

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