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Indigo Jobs Part Time/ Back Office Assistant – Indigo Work From Home

Hiring organization
Indigo

Job Location

India
Remote work from: IND

Date posted
January 26, 2024

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Valid through
31.08.2024

Base Salary

USD 12 - USD 25

APPLY NOW

Qualifications

12th Pass / Graduate

Employment Type

Full-time

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Description

Indigo Jobs Part Time

As a Back Office Assistant at IndiGo, you will play a vital role in supporting our core operations by providing efficient and accurate administrative assistance. You will be responsible for a variety of tasks, including data management, document processing, and communication with internal and external stakeholders. This is an excellent opportunity to gain valuable experience in the aviation industry and contribute to the success of a world-class airline.

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Indigo Jobs Near Me

Responsibilities:

- Provide administrative support to various departments, such as finance, human resources, and operations.
- Process invoices, expense reports, and other financial documents.
- Manage and maintain electronic records and filing systems.
- Prepare presentations and reports.
- Respond to inquiries from internal and external customers in a timely and professional manner.
- Perform other duties as assigned.

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Indigo Jobs For Freshers

Skills:

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Detail-oriented and quality-focused.

Tags: indigo recruitment, indigo jobs, indigo Job Vacancy, indigo work from home, indigo Jobs For Freshers, indigo hiring 2024, indigo data entry jobs, indigo careers, indigo recruitment, vacancy job alert, Jobs Near Me, All Jobs For You, Latest Job, **Important Links** **Find the Link in [Apply Now](#) Button**

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