



<https://jobs.govhelp.in/job/administrative-manager-indigo-jobs-in-dadar-mumbai/>

Administrative Manager – Indigo Jobs In Dadar, Mumbai

Job Location

Dadar, 400014, Mumbai, Maharashtra, India

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Base Salary

Rs. 16,000 - Rs. 22,000

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

Indigo Jobs

Job Title: Administrative Manager

Location: Dadar, Mumbai

Company: Indigo

Job Description:

Indigo, a leading company in the aviation industry, is seeking an experienced and dynamic Administrative Manager to join our team in Dadar, Mumbai. As an Administrative Manager, you will be responsible for overseeing and coordinating administrative operations to ensure smooth functioning of the office. This position requires excellent organizational and leadership skills, attention to detail, and the ability to handle multiple tasks efficiently. If you are a proactive and resourceful individual with a strong administrative background, we invite you to apply and contribute to the success of our organization.

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Indigo Careers

Responsibilities:

1. Office Management: Oversee and coordinate daily administrative operations, including managing office supplies, equipment, and facilities.

Hiring organization

Indigo

Date posted

June 6, 2023

Valid through

31.12.2023

APPLY NOW

Ensure a well-organized and efficient working environment for employees. Develop and implement administrative policies and procedures to streamline operations.

2. **Team Supervision:** Provide leadership and guidance to the administrative team, including administrative assistants, receptionists, and office support staff. Assign tasks, set performance expectations, and provide training and development opportunities. Foster a positive and collaborative work environment.
3. **Documentation and Reporting:** Manage and maintain company records, files, and documents, ensuring accuracy, confidentiality, and compliance with regulatory requirements. Prepare reports, presentations, and other relevant documents as needed. Conduct data analysis and provide insights to support decision-making processes.

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Indigo Jobs Near Me

Skills and Qualifications:

- **Leadership and Management:** Proven experience in a managerial role, demonstrating the ability to lead and motivate a team effectively. Strong decision-making and problem-solving skills. Ability to delegate tasks, set priorities, and manage resources efficiently.
- **Organizational Skills:** Excellent organizational and time management skills to handle multiple responsibilities and meet deadlines. Attention to detail and ability to maintain accurate records and documentation.
- **Communication and Interpersonal Skills:** Exceptional verbal and written communication skills. Ability to interact confidently and professionally with internal and external stakeholders. Strong negotiation and conflict resolution

Important Links

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

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