

Etihad Airways Careers – Fast Job – Best Job For Front Office Coordinator

Hiring organization

Etihad Airways

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; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted

March 27, 2024

Valid through

31.12.2024

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Base Salary

USD 15 - USD 24

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Etihad Airways Recruitment 2024

Do you thrive in a fast-paced environment and enjoy providing exceptional customer service? Are you detail-oriented and possess excellent communication skills? If so, then a career as a Front Office Coordinator at Etihad Airways could be the perfect opportunity for you!

Etihad Airways Jobs Near Me

Etihad Airways, the national airline of the United Arab Emirates, is a world-renowned carrier known for its cutting-edge fleet, innovative services, and unwavering commitment to guest satisfaction. As we continue to expand our global reach, we're seeking passionate individuals to join our team and play a vital role in delivering an unforgettable travel experience for our passengers.

Summary

The Front Office Coordinator position is pivotal in ensuring the smooth operation of our offices. You'll act as the first point of contact for guests, providing exceptional customer service, handling administrative tasks with precision, and supporting various departments within the organization. This role offers a dynamic and rewarding experience, where you'll contribute to Etihad's continued success in the aviation industry.

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Key Responsibilities

- **Guest Service:** Welcome and assist guests with inquiries, concerns, and requests in a friendly, professional, and efficient manner.
- **Communication:** Respond to phone calls, emails, and in-person inquiries promptly, clearly, and accurately.
- **Administrative Duties:** Manage schedules, calendars, and travel arrangements for assigned personnel. Maintain accurate and up-to-date records and documentations.
- **Support:** Assist colleagues across various departments with administrative tasks and projects as needed.
- **Compliance:** Adhere to all company policies, procedures, and safety regulations.
- **Technology:** Utilize a variety of software applications and office equipment efficiently.

Required Skills and Qualifications

- Minimum diploma or equivalent qualification in Business Administration, Secretarial Studies, or a related field (preferred)
- At least 1 year of experience in a customer service or administrative role (an advantage)
- Excellent written and verbal communication skills in English (essential)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) (essential)
- Strong organizational and time management skills
- Ability to prioritize tasks and work effectively under pressure
- Positive attitude, team player spirit, and a willingness to learn

Experience

This role is open to both freshers and candidates with experience. Freshers with a strong academic background and a passion for aviation will be considered. For candidates with experience, a background in customer service, hospitality, or administrative work will be advantageous.

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Why Join Etihad Airways ?

Etihad Airways offers a dynamic and rewarding work environment where you can:

- Be part of a world-class airline at the forefront of the aviation industry
- Contribute to delivering an exceptional travel experience for our guests
- Work with a diverse and talented team in a fast-paced environment
- Gain valuable experience and develop your professional skills

- Enjoy competitive benefits packages and career growth opportunities

Application Process

To apply, please submit your resume and cover letter online through our careers portal. In your cover letter, highlight your relevant skills and experience, and explain why you're interested in this role at Etihad Airways.

Join Etihad Airways and Take Your Career to New Heights!

Etihad Airways is a company that values its employees and offers a supportive and collaborative work environment. We are committed to fostering a culture of innovation, excellence, and continuous learning. If you're a highly motivated individual with a passion for service, we encourage you to apply!

In conclusion, a career as a Front Office Coordinator at Etihad Airways presents a unique opportunity to combine your administrative skills with exceptional customer service in a dynamic and global environment. If you're looking for a challenging and rewarding role that allows you to make a real difference, then we invite you to join our team and embark on a journey with Etihad Airways.

Experience (Continued)

We understand that experience is valuable, but we also place a high emphasis on potential. If you're a recent graduate with the right qualifications and a strong desire to learn, we encourage you to apply! We offer comprehensive training programs and opportunities for professional development to help you excel in your role.

Additional Information

Etihad Airways 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.

We look forward to hearing from you!

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