

Etihad Airways Careers – Latest Job Notification – Best Job For Front Office Staff

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 28, 2024

Valid through
31.12.2024

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Base Salary

USD 14 - USD 24

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Etihad Airways Recruitment 2024

Do you dream of a career that takes you to new destinations and allows you to connect with people from all over the world? If so, then a role as a Front Office Staff at Etihad Airways could be the perfect opportunity for you.

Etihad Airways Jobs Near Me

Etihad Airways is a world-renowned airline that prides itself on offering exceptional service and a luxurious travel experience. As a Front Office Staff, you'll play a vital role in supporting our team and ensuring a smooth operation behind the scenes. This remote position allows you to work from anywhere in the world, offering flexibility and the chance to create your own ideal work environment.

Summary

We are searching for a highly organized and detail-oriented individual to join our team as a Front Office Staff. In this dynamic role, you will provide comprehensive administrative and operational support to our team, ensuring efficient day-to-day operations. You'll utilize your excellent communication and interpersonal skills to manage our calendars, schedule meetings, and handle a variety of administrative tasks.

This role is perfect for individuals who thrive in a fast-paced environment and enjoy working independently. You'll have the opportunity to develop a strong understanding of the airline industry and gain valuable experience working for a global leader.

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Key Responsibilities

- Manage calendars for assigned personnel, scheduling appointments, meetings, and travel arrangements.
- Draft and compose professional emails and correspondence.
- Organize and maintain filing systems (electronic and physical).
- Prepare presentations and reports as needed.
- Research and compile data to support various projects and initiatives.
- Respond to phone calls and emails in a professional and courteous manner.
- Manage travel documents and itineraries.
- Follow up on outstanding tasks and ensure deadlines are met.
- Perform other administrative duties as assigned.

Required Skills and Qualifications

- Minimum of 1 year of experience in a virtual assistant or administrative role (For an experienced candidate)
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills, both written and verbal.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and manage multiple tasks simultaneously.
- Strong attention to detail and accuracy.
- Ability to prioritize tasks and meet deadlines.
- Experience with project management tools a plus.
- Experience in the travel industry a plus (not mandatory).

OR

- Eager to learn and fast-paced individual with strong potential (For a Fresher Candidate)
- Strong foundation in computer literacy and ability to learn new software quickly.
- Excellent communication and interpersonal skills.
- A willingness to take initiative and learn independently.

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Why Join Etihad Airways ?

Etihad Airways offers a competitive compensation and benefits package, including:

- Opportunity to work for a world-renowned airline brand.
- Flexible remote work environment.
- Competitive salary and benefits package.
- Opportunities for professional development and growth.
- Dynamic and collaborative work environment.
- Be a part of a team dedicated to providing exceptional customer service.

The Application Process

To apply for this exciting opportunity, 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 the Etihad Airways team.

We are committed to creating a diverse and inclusive workplace. We value flexibility and believe that everyone deserves the opportunity to thrive.

Join Etihad Airways and Take Your Career to New Heights!

General Overview

As a Front Office Staff at Etihad Airways, you'll play a key role in supporting our team and ensuring a smooth operation. You'll utilize your skills and initiative to manage a variety of administrative tasks, contributing to the overall success of the organization. This remote position offers the flexibility to work from anywhere in the world, allowing you to design a work environment that suits your needs. If you're a highly organized and motivated individual with a passion for travel and exceptional customer service, we encourage you to apply!

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Important Links

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