

Etihad Airways Careers – Vacancy Near Me – Best Job For Administrative Manager

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 22, 2024

Valid through
31.12.2024

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Base Salary

USD 14 - USD 22

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 keeping things running smoothly? Are you passionate about aviation and supporting a global team?

If so, then a career as an Administrative Manager at Etihad Airways could be the perfect opportunity for you. We are searching for a highly organized and detail-oriented individual to join our team and play a vital role in ensuring the efficient operation of our organization.

Etihad Airways Jobs Near Me

This is a remote position, offering the flexibility to work from anywhere in the world.

Summary

In this role, you will be responsible for providing a wide range of administrative support to our team. You will be the go-to person for various tasks, ensuring the smooth day-to-day operations of the department. Your responsibilities will include managing schedules, travel arrangements, communication, and administrative tasks. You will also play a key role in maintaining a positive and productive work environment for the team.

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Key Responsibilities

- Manage calendars and travel arrangements for assigned personnel.
- Coordinate meetings and conferences, ensuring timely communication and preparation of materials.
- Oversee administrative tasks like filing, data entry, and expense reporting.
- Maintain office supplies and equipment inventory, ensuring timely restocking.
- Provide support to senior management with presentations, reports, and other administrative needs.
- Streamline administrative processes to improve efficiency and productivity.
- Act as a point of contact for internal and external inquiries, managing communication effectively.
- Maintain a professional and organized work environment.

Required Skills and Qualifications

- Minimum of 2 years of experience in an administrative role.
- Proven experience in managing calendars, travel arrangements, and communication.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills in English.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Excellent problem-solving and time management skills.
- Adaptability and ability to thrive in a fast-paced environment.

Experience

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

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Why Join Etihad Airways

Etihad Airways is a world-renowned airline that offers a dynamic and rewarding work environment. As an Administrative Manager, you will have the opportunity to:

- Be part of a global team and contribute to the success of a leading airline.
- Work in a fast-paced and challenging environment.
- Develop your administrative skills and gain valuable experience in the aviation industry.
- Enjoy a competitive salary and benefits package.

- Work remotely with the flexibility to manage your schedule.

Application Process

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

Motivate to Join

This is a unique opportunity to join a world-class airline and play a vital role in its success. If you are a highly organized and motivated individual with a passion for aviation, we encourage you to apply!

Join Etihad Airways and embark on a rewarding career in the aviation industry!

General Overview

As an Administrative Manager at Etihad Airways, you will play a vital role in ensuring the smooth operation of our organization. You will be a key member of the team, providing comprehensive administrative support and contributing to a positive and productive work environment.

We are looking for a talented and motivated individual who is eager to learn and grow with our company. If you are looking for a challenging and rewarding career in a dynamic industry, then Etihad Airways is the place for you!

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