

Indigo Recruitment 2024 - Jobs Near Me - Administrative Analyst Post

Hiring organization
Indigo

Job Location

India
Remote work from: IND

Date posted
January 8, 2024

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Valid through
31.08.2024

Base Salary

USD 11,800 - USD 19,200

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Indigo Recruitment 2024

As an Administrative Analyst in [Your Location], you'll play a crucial role in supporting day-to-day operations at our [Location] office. You'll wear multiple hats, handling diverse tasks from data analysis and report generation to travel arrangements and vendor management. Your analytical skills and attention to detail will be instrumental in keeping our operations efficient and optimized.

Indigo Careers

Responsibilities:

- **Data Analysis & Reporting:** Analyze operational data, identify trends, and generate reports to provide valuable insights for informed decision-making.
- **Travel Management:** Handle travel arrangements for Indigo personnel, ensuring efficient bookings and cost-effectiveness.
- **Vendor Management:** Manage relationships with vendors, negotiate contracts, and monitor service levels.
- **Project Support:** Assist with various administrative projects, including research, data collection, and documentation.
- **Communication & Collaboration:** Maintain clear and effective communication with colleagues across departments, fostering a collaborative work environment.
- **Problem-Solving:** Proactively identify and resolve administrative challenges, finding creative solutions to ensure smooth operations.

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Indigo Jobs near me

Skills:

- Bachelor's degree in Business Administration, Management, or a related field.
- Strong analytical and problem-solving skills with the ability to identify patterns and draw meaningful conclusions from data.
- Excellent communication and interpersonal skills, both written and verbal.
- Proficiency in computer applications like MS Office Suite (Word, Excel, PowerPoint).
- Time management and organizational skills to handle multiple tasks efficiently.
- Strong attention to detail and accuracy.

Important Links Ability to work independently and as part of a team. **Find the Link in [Apply Now](#) Button**

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