

## Indigo Recruitment 2024 – Latest Job – Virtual Assistant Post

**Hiring organization**  
Indigo

### Job Location

India  
Remote work from: IND

**Date posted**  
January 9, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 10,800 - USD 18,200

APPLY NOW

### Qualifications

12th/ Graduate

### Employment Type

Full-time

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### Description

## Indigo Recruitment 2024

As a Virtual Assistant at Indigo, you'll be the behind-the-scenes rockstar, providing essential support to various departments across the organization.

## Indigo Careers

### Responsibilities:

- **Calendar and travel management:** Manage executive calendars, schedule appointments, and arrange travel logistics, ensuring smooth operation and minimizing downtime.
- **Communication and correspondence:** Handle email communication, phone calls, and other inquiries for assigned executives, acting as a primary point of contact.
- **Document preparation and organization:** Prepare presentations, reports, and other documents, ensuring accuracy and professionalism.
- **Meeting and event coordination:** Organize and manage meetings, conferences, and other events, ensuring all logistics are in place for a successful outcome.
- **Research and analysis:** Conduct research and gather information as needed, supporting executives with decision-making and project development.
- **Technical support:** Provide assistance with computer software, hardware, and other technical needs, ensuring smooth operation of technology tools.

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### Indigo Jobs near me

**Skills:**

- Excellent organizational and time management skills.
- Strong written and verbal communication skills, with the ability to tailor communication to different audiences.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.
- Ability to work independently and as part of a team in a fast-paced environment.
- Excellent attention to detail and accuracy.
- Strong problem-solving skills and the ability to think critically.
- Prior experience as a Virtual Assistant or in a similar administrative role is a

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

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