



<https://jobable.govhelp.in/job/qatar-airways-jobs-careers-job-new-job-for-back-office-admin/>

## Qatar Airways Jobs – Careers Job – New Job For Back Office Admin

### 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

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### Base Salary

USD 14 - USD 26

### Qualifications

Graduate, Post Graduate

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### Employment Type

Full-time

### Description

## Qatar Airways Recruitment 2024

Do you thrive in a fast-paced environment where you can make a difference in the travel experience of thousands? Are you passionate about creating a welcoming and efficient atmosphere? If so, then a career as a Back Office Admin at Qatar Airways could be the perfect opportunity for you!

### Qatar Airways Jobs Near Me

Qatar Airways is a multi-award-winning airline known for its commitment to innovation, service excellence, and passenger comfort. We connect people and cultures across the globe with a modern fleet, a vast network of destinations, and a dedication to providing an unparalleled travel experience.

As a Back Office Admin, you'll play a vital role in ensuring the smooth operation of our airport offices. You'll be the first point of contact for our passengers, providing exceptional customer service and ensuring their journey with Qatar Airways begins and ends seamlessly.

### Summary

This role offers an exciting opportunity to join a dynamic and global organization. You'll contribute to the daily operations of our airport offices, working alongside a dedicated team to deliver exceptional service to our passengers. Your

### Hiring organization

Qatar Airways

### Date posted

April 2, 2024

### Valid through

31.12.2024

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responsibilities will encompass a range of tasks, including greeting passengers, managing flight information, assisting with check-in procedures, and resolving any queries they may have.

This role is ideal for individuals who are passionate about the aviation industry, possess excellent communication and interpersonal skills, and thrive in a fast-paced environment.

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### **Key Responsibilities**

- Welcome and assist passengers with a professional and courteous demeanor, ensuring a positive first impression of Qatar Airways.
- Manage and disseminate flight information accurately and efficiently.
- Provide support with check-in procedures, including baggage handling and boarding pass verification.
- Address passenger inquiries and concerns promptly and professionally, seeking solutions to ensure their satisfaction.
- Maintain a clean, organized, and welcoming environment in the airport office.
- Complete administrative tasks as required, such as data entry and filing.
- Adhere to all company policies, procedures, and safety regulations.

### **Required Skills and Qualifications**

- High school diploma or equivalent qualification.
- Minimum of 1 year of experience in a customer service role (preferred).
- Excellent communication and interpersonal skills, with the ability to build rapport with people from diverse backgrounds.
- Strong organizational and time management skills, with the ability to prioritize tasks and work effectively in a fast-paced environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- A positive and professional demeanor with a commitment to providing exceptional customer service.
- Fluency in English and Arabic is a strong advantage.

### **Experience**

This role is open to both recent graduates and individuals with experience in customer service. We value a strong work ethic, a willingness to learn, and a passion for the aviation industry.

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### Why Join Qatar Airways ?

At Qatar Airways, we offer a competitive compensation package and a comprehensive benefits program, including health insurance, travel benefits, and opportunities for professional development. You'll also be part of a dynamic and multicultural team, working in a fast-paced and rewarding environment.

Here are some additional reasons to join Qatar Airways:

- **Career Growth Opportunities:** We invest in our employees and offer opportunities for career development and advancement.
- **Global Network:** Be part of a company that connects people and cultures across the world.
- **Competitive Compensation and Benefits:** We offer a competitive salary and benefits package to our employees.
- **Positive Work Environment:** We foster a collaborative and supportive work environment.
- **Travel Benefits:** Enjoy discounted travel opportunities on Qatar Airways flights.

### Application Process

To apply for this exciting opportunity, please submit your resume and cover letter online.

### Join Us and Make a Difference

As a Back Office Admin at Qatar Airways, you'll play a vital role in ensuring a smooth and positive travel experience for our passengers. If you're passionate about customer service, thrive in a fast-paced environment, and are looking to join a world-class airline, we encourage you to apply!

### In Conclusion

This is a great opportunity to launch your career in the aviation industry with a leading global airline. If you're a highly motivated individual with a passion for exceeding expectations, we encourage you to apply!

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**Important Links**

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

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