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## Qatar Airways Jobs – Careers Job – New Job For Executive Officer Posts

**Hiring organization**  
Qatar 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

September 17, 2024

### Valid through

31.12.2024

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### Base Salary

USD 14 - USD 26

### Qualifications

Graduate, Post Graduate

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### Employment Type

Full-time

### Description

## Job Title: Executive Officer

### Job Summary:

The Executive Officer will provide strategic support to the senior management team, ensuring the effective implementation of business objectives and initiatives. This role will involve coordinating and managing various projects, analyzing data, and providing recommendations to drive business growth and improvement.

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### Key Responsibilities:

#### Project Management

Manage and coordinate multiple projects simultaneously, ensuring timely completion and meeting business objectives.

#### Data Analysis

Analyze complex data sets to identify trends, opportunities, and challenges, and provide recommendations to senior management.

## Strategic Support

Provide strategic support to the senior management team, including preparing reports, presentations, and other materials as required.

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## Stakeholder Management

Develop and maintain relationships with internal and external stakeholders, including government agencies, partners, and suppliers.

## Communication

Develop and implement effective communication plans to ensure that all stakeholders are informed and engaged.

## Requirements:

### Education

Bachelor's degree in Business Administration, Management, or a related field.

### Experience

Minimum 5 years of experience in a similar role, preferably in the aviation industry.

### Skills

Excellent project management, analytical, and communication skills. Ability to work in a fast-paced environment and meet deadlines.

### Language

Fluency in English, with Arabic language skills an advantage.

## What We Offer:

### Competitive Salary

A competitive salary and benefits package, including housing allowance, transportation, and medical insurance.

### **Career Development**

Opportunities for career growth and development within a leading international airline.

### **Dynamic Work Environment**

A dynamic and challenging work environment with a team of professionals from diverse backgrounds.

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