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## Qatar Airways Jobs – Vacancy Near Me – New Job For Executive Assistant

**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

March 23, 2024

### Valid through

31.12.2024

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### Base Salary

USD 17 - USD 28

### Qualifications

Graduate, Post Graduate

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### Employment Type

Full-time

### Description

## Qatar Airways Recruitment 2024

Are you a highly organized and detail-oriented individual with a passion for excellent customer service? Do you thrive in a fast-paced environment and enjoy supporting a dynamic team? If so, then a career as an Executive Assistant at Qatar Airways could be the perfect opportunity for you!

### Qatar Airways Jobs Near You

Qatar Airways, a multiple award-winning global airline renowned for its luxurious travel experiences, is searching for talented individuals to join our team in Doha, Qatar. This on-site role offers the exciting opportunity to contribute to the daily operations of Qatar Airways in the heart of a thriving aviation hub.

### Summary

In this multifaceted role, you'll play a vital role in supporting various departments within Qatar Airways. You'll be responsible for a wide range of administrative tasks, ensuring smooth daily operations and providing exceptional service. Your strong organizational skills, attention to detail, and ability to prioritize tasks effectively will be essential in this fast-paced environment.

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## Key Responsibilities

- Provide comprehensive administrative support to assigned departments, including scheduling appointments, managing calendars, and maintaining filing systems.
- Prepare and process business documents (e.g., reports, invoices, presentations) with accuracy and efficiency.
- Manage incoming and outgoing communication (phone calls, emails) in a professional and courteous manner.
- Coordinate travel arrangements, visas, and logistics for internal and external stakeholders.
- Organize and maintain office supplies and equipment.
- Perform data entry tasks and maintain accurate electronic databases.
- Assist with travel document verification and passenger check-in procedures (duties may vary depending on department).
- Contribute to the development and implementation of efficient administrative processes.
- Adhere to company policies and procedures, maintaining confidentiality at all times.

## Required Skills and Qualifications

- High school diploma or equivalent.
- Minimum of 1 year of experience in an office administration role (preferred).
- Strong organizational skills and the ability to prioritize multiple tasks effectively.
- Excellent communication and interpersonal skills, both written and verbal (in English).
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to learn new software programs and adapt to changing priorities.
- Meticulous attention to detail and a commitment to accuracy.
- A positive and professional attitude with a strong work ethic.
- Ability to work independently and as part of a team.

## Experience

This role is a great fit for both individuals with experience in office administration and recent graduates eager to launch their careers in a dynamic and global environment. Qatar Airways offers comprehensive training programs to ensure you have the skills and knowledge to succeed.

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## Why Join Qatar Airways

At Qatar Airways, you'll have the opportunity to be a part of a world-class airline that is redefining the future of travel. You'll work in a multicultural environment with a team of passionate professionals from around the globe. We offer competitive salaries and benefits packages, including health insurance, travel benefits, and opportunities for professional development. As an Executive Assistant at Qatar Airways, you'll play a key role in supporting our continued success and ensuring a seamless travel experience for our valued customers.

## Benefits and Work Environment

Qatar Airways fosters a culture of inclusion, diversity, and respect. We offer a comprehensive benefits package that includes health insurance, dental and vision insurance, and generous travel benefits. The work environment at our Doha headquarters is dynamic and multicultural, offering the opportunity to work alongside colleagues from around the world.

## Application Process

To apply for this exciting opportunity, please submit your resume and cover letter online. In your cover letter, be sure to highlight your relevant skills and experience, and explain why you're passionate about contributing to Qatar Airways' continued success.

## Embark on a Rewarding Career in Global Aviation!

At Qatar Airways, we're committed to excellence in everything we do. If you're a highly organized and motivated individual with a passion for service, then we encourage you to apply!

## In Conclusion

This role offers a unique opportunity to develop your administrative skills and contribute to the daily operations of a world-renowned airline. As an Executive Assistant at Qatar Airways, you'll work in a fast-paced and dynamic environment, providing exceptional service and supporting a dedicated team in the heart of a global aviation hub. If you're ready to embark on a rewarding career with the opportunity to travel the world, then we encourage you to apply today!

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**Important Links**

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