

## IndiGo Recruitment 2023 – Jobs Freshers – Back Office Coordinator Post

**Hiring organization**  
IndiGo

### Job Location

India  
Remote work possible

**Date posted**  
June 21, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 10,000 - Rs. 17,500

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## IndiGo Recruitment 2023

**Job Title:** Back Office Admin

**Location:** Delhi

**Reports To:** Head of Back Office Operations

### Summary:

We are looking for a highly motivated and experienced Back Office Admin to join our team. The ideal candidate will have a strong understanding of back office operations and be able to provide administrative support to the company. They will also be able to work independently and as part of a team to achieve back office goals.

### Responsibilities:

- **Manage the flow of paperwork:** This includes receiving, sorting, and distributing paperwork.
- **Maintain customer records:** This includes updating customer records, responding to customer inquiries, and resolving customer complaints.
- **Assist with other administrative tasks:** This may include preparing reports, managing calendars, and scheduling appointments.

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- **Excellent organizational and time management skills:** This includes being able to prioritize tasks, meet deadlines, and work efficiently.
- **Strong communication and interpersonal skills:** This includes being

able to communicate effectively with customers, staff members, and other stakeholders.

- **Attention to detail:** This includes being able to follow procedures accurately and ensure that paperwork is processed correctly.

**Qualifications:**

- **Bachelor's degree in Business Administration or a related field:** This is preferred, but not required.
- **1+ years of experience in back office administration:** This is preferred, but not required.

**Important Links** Proficiency in Microsoft Office Suite: This is required.

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

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