

## Etihad Airways Careers – Jobs Application – Office Assistant Jobs

**Hiring organization**  
Etihad Airways

### Job Location

Basaveshwaranagar, 560079, Bangalore, Karnataka, India

**Date posted**  
March 28, 2024

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**Valid through**  
31.12.2024

### Base Salary

USD 20 - USD 25

**APPLY NOW**

### Qualifications

Graduate

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### Employment Type

Full-time

### Description

## Etihad Airways Recruitment 2024

Do you thrive in a fast-paced environment and enjoy providing exceptional support? Are you organized, detail-oriented, and possess a strong desire to contribute to a team's success? If so, a career as an Office Assistant at Etihad Airways could be the perfect opportunity for you! In this remote position, you'll play a vital role in supporting our team's daily operations, ensuring smooth workflow, and contributing to the exceptional guest experience that Etihad Airways is renowned for – all from the comfort of your own home!

### Etihad Airways Jobs Near Me

Etihad Airways, a leading global airline renowned for its innovative approach and award-winning service, is seeking a highly motivated and organized individual to join our team as an Office Assistant. In this role, you'll be the backbone of our office operations, providing comprehensive administrative support and ensuring efficient day-to-day processes.

### Summary

As an Office Assistant at Etihad Airways, you'll wear many hats and be an instrumental part of our team's success. You'll handle a variety of administrative tasks with accuracy and efficiency, maintain organized filing systems, and manage calendars and travel arrangements. Your strong communication and interpersonal skills will be essential in interacting with colleagues, guests, and external partners.

### Key Responsibilities

- Provide comprehensive administrative support to assigned staff members,

including scheduling appointments, managing calendars, and arranging travel logistics.

- Prepare and proofread various documents, such as presentations, reports, and correspondence.
- Manage and maintain filing systems, both physical and electronic.
- Answer telephones and emails professionally, directing inquiries to appropriate personnel.
- Process expense reports and maintain accurate records.
- Coordinate meetings and conferences, including making room reservations, booking audiovisual equipment, and preparing agendas and minutes.
- Assist with travel arrangements for staff members, including booking flights, hotels, and transportation.
- Maintain office supplies and equipment inventory.
- Perform other administrative duties as assigned.

### Required Skills and Qualifications

Strong organizational skills with the ability to prioritize and manage multiple tasks effectively.

Excellent communication and interpersonal skills, both written and verbal.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

A keen eye for detail and accuracy.

Ability to work independently and take initiative.

A positive and professional demeanor.

Minimum of a high school diploma or equivalent; an associate's degree in business administration or a related field is a plus.

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### Experience

This role is a great opportunity for both recent graduates and experienced administrative professionals:

- **Freshers:** Recent graduates with strong organizational skills, a willingness to learn, and a desire to build a career in a dynamic and hospitality-focused environment are encouraged to apply. We offer comprehensive training to equip you with the knowledge and skills you need to succeed.
- **Experienced Professionals:** Individuals with experience in an administrative role, particularly within a corporate environment, are highly welcome to apply.

## **Why Join Etihad Airways**

Etihad Airways offers a unique opportunity to be part of a global airline at the forefront of innovation and service excellence. You'll work in a collaborative and supportive environment, alongside a team dedicated to providing a seamless travel experience for our guests. We offer a competitive compensation and benefits package, and the chance to contribute to the success of a renowned airline brand.

## **Benefits and Work Environment**

At Etihad Airways, we believe in fostering a culture of collaboration, excellence, and professional development. You'll be surrounded by a passionate team that's committed to exceeding guest expectations. We offer a competitive benefits package that may include (benefits may vary by location):

- Health insurance
- Dental and vision insurance
- Paid time off
- Travel perks and discounts
- Training and development opportunities
- And much more!

This remote position provides the flexibility to work from anywhere, allowing you to maintain a healthy work-life balance.

## **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 joining the Etihad Airways team.

## **Motivate to Join**

If you're a highly organized and detail-oriented individual with a positive attitude and a desire to make a difference, then a career as an Office Assistant at Etihad Airways could be the perfect fit for you! We offer a dynamic work environment, a supportive team, and the chance to be part of a company that's redefining the way people travel globally. Join us and embark on a rewarding career path in the exciting world of aviation!

## **General Overview**

As an Office Assistant at Etihad Airways, you'll play a key role in ensuring the smooth operation of our team.

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