

# **Safirán International Airlines**

## **Job Vacancy**

### **Office Manager** **and Administrator**

#### **Role description:**

- The post would be responsible for handling management and office staff daily tasks including correspondences, travel arrangements, scheduling meetings, Human resource related tasks, following up meetings minutes and contracts.

#### **Requirement:**

- BS in Management or related fields.
- Minimum 5 years' experience of within the area of Airline industry.
- Fluent in English Language,
- Expert in Computer, Internet. Specially in MS Office (Word, Excel, Outlook ...)
- Excellent communication & customer service skills (both oral and written)
- Creative, Self-motivated, proactive, innovative and hard working
- Age: Max 30

Please send your English CV along with a color photo to  
[info@safiraintairlines.com](mailto:info@safiraintairlines.com)

---

Address: No 30, Esfandiar Blvd,  
Vali-e-Asr Ave, Tehran, Iran  
Tel: +98 21 87111666  
Fax: +98 21 87111556

