



<https://jobroll.govhelp.in/job/indigo-airlines-coordinator-job-card/>

## IndiGo Airlines – Coordinator/Job Card

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 13 - USD 26

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## IndiGo Airlines

As a Coordinator at IndiGo, you will be the backbone of our dynamic team, playing a crucial role in ensuring seamless operations across various departments. You will be entrusted with diverse responsibilities, demanding meticulous attention to detail, excellent communication skills, and a proactive approach.

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### Responsibilities:

- Provide efficient administrative support across departments, including reservations, ticketing, and ground operations.
- Maintain accurate records and documentation, ensuring adherence to company policies and procedures.
- Liaise effectively with internal and external stakeholders, promptly addressing inquiries and resolving issues.
- Assist with passenger facilitation, ensuring a smooth and comfortable travel experience.
- Stay abreast of operational updates and regulations, adapting procedures accordingly.
- Contribute to a positive and collaborative work environment.

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### Hiring organization

Indigo

### Date posted

January 27, 2024

### Valid through

31.08.2024

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### Indigo Careers

#### Skills:

- Excellent communication and interpersonal skills, both written and verbal.
- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Proficiency in MS Office Suite, including Word, Excel, and PowerPoint.
- Ability to work independently and as part of a team.
- Positive attitude, adaptability, and willingness to learn.

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