



<https://jobroll.govhelp.in/job/indigo-airlines-receptionist-private-jobs/>

IndiGo Airlines – Receptionist/Private Jobs

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 Receptionist at IndiGo, you will be the first point of contact for passengers, visitors, and employees at our airport offices. You will play a crucial role in ensuring a smooth and seamless experience for everyone who walks through our doors.

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Responsibilities:

- Greet and welcome passengers, visitors, and employees with warmth and professionalism.
- Answer inquiries about flight information, airport procedures, and other relevant topics.
- Assist with check-in and boarding processes, ensuring a smooth and efficient flow.
- Manage front desk operations, including handling phone calls, emails, and administrative tasks.
- Maintain accurate records and documentation.
- Provide support to other ground staff members as needed.

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Hiring organization

Indigo

Date posted

February 21, 2024

Valid through

31.08.2024

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Skills:

- Excellent communication and interpersonal skills, with the ability to build rapport with diverse individuals.
- Strong problem-solving and decision-making skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficient in MS Office Suite and other relevant software.
- Adaptability and willingness to learn new procedures and systems.
- Positive attitude and commitment to providing exceptional customer service.

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