Indigo Recruitment 2023 – Free Job Alert – Data Entry Assistant Post

Hiring organization
Indigo

Job Location
India
Remote work from: IND

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Date posted
August 29, 2023

Valid through
31.12.2023

APPLY NOW

Base Salary
USD 15,000 - USD 17,000

Qualifications
Graduate

Employment Type
Full-time

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Description

Indigo Recruitment 2023

The Data Entry Operator is responsible for accurately entering data into IndiGo Airlines' computer systems and databases. This includes data from a variety of sources, such as customer records, flight manifests, and financial reports. The Data Entry Operator must be able to work independently and meet deadlines.

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Responsibilities:

- Enter data into computer systems and databases accurately and timely
- Review data for accuracy and completeness
- Resolve data entry errors
- Maintain data entry records and reports
- Work with other departments to ensure the accuracy of data
- Follow all company policies and procedures

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Indigo Careers

- **Skills:**

  - Strong typing skills (minimum 35 wpm)

- Excellent attention to detail
- Ability to work independently and meet deadlines
- Basic knowledge of computer software and hardware
- Ability to learn new software quickly

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in data entry
- Proficiency in Microsoft Office Suite
- Strong attention to detail

Important Links

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

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