Indigo Recruitment 2023-24 – Job Seeker – Data Entry Assistant Post

Job Location
India
Remote work from: IND

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Base Salary
USD 11,800 - USD 19,200

Qualifications
12th/ Graduate

Employment Type
Full-time

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Description

Hiring organization
Indigo

Date posted
December 23, 2023

Valid through
31.08.2024

APPLY NOW

Indigo Recruitment 2023-24

Indigo, India's leading airline known for its exceptional service and commitment to operational excellence, is searching for meticulous and efficient Data Entry Assistants to join our dynamic team in [City, State]. In this vital role, you'll play a crucial part in ensuring the seamless flow of information, maintaining accurate records, and contributing to the smooth operation of our airline.

Indigo Careers

Responsibilities:

- **Accuracy Ace:** Enter and process various flight and passenger data, including reservations, schedules, manifests, and cargo information, with meticulous attention to detail.
- **Verification Virtuoso:** Cross-check and verify data for accuracy and completeness, ensuring the integrity of our information systems.
- **Documentation Dynamo:** Maintain and update various records, reports, and databases, ensuring all information is up-to-date and accessible.
- **File Management Maestro:** Organize and manage electronic and physical files efficiently, adhering to Indigo's record-keeping policies.
- **Communication Connoisseur:** Communicate effectively with colleagues and supervisors to clarify data requirements and resolve any discrepancies.
- **Problem-Solving Pro:** Identify and report any data errors or inconsistencies, proactively contributing to continuous improvement of data quality.

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Indigo Jobs near me

Skills:

- High school diploma or equivalent required.
- Minimum 1 year of experience in data entry or administrative roles preferred.
- Excellent typing accuracy and speed.
- Strong proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Experience with airline-specific software or databases is a plus.
- Exceptional attention to detail and a commitment to accuracy.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Excellent communication skills in English.

Important Links **Find the Link in Apply Now Button**

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