Indigo Recruitment 2024 – Jobs Near Me – Data Entry Assistant Post

Hiring organization
Indigo

Job Location
India
Remote work from: IND

Date posted
January 3, 2024

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Valid through
31.08.2024

Base Salary
USD 11,800 - USD 19,200

APPLY NOW

Qualifications
12th/ Graduate

Employment Type
Full-time

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Description

Indigo Recruitment 2024

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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