

## Indigo Recruitment 2024 - Latest Job - Receptionist Post

**Hiring organization**  
Indigo

### Job Location

India  
Remote work from: IND

**Date posted**  
January 5, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 12,500 - USD 19,200

APPLY NOW

### Qualifications

12th/ Graduate

### Employment Type

Full-time

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### Description

## Indigo Recruitment 2024

Indigo is revolutionizing the Indian aviation industry by providing affordable, accessible, and reliable air travel. With a focus on customer satisfaction, operational excellence, and innovation, Indigo is committed to connecting people and places like never before.

## Indigo Careers

### Responsibilities:

- Be the friendly face of Indigo, greeting passengers with warmth and professionalism.
- Efficiently manage the reception area, handling inquiries, directing passengers, and providing information.
- Answer phone calls and emails promptly and courteously.
- Process and maintain guest documents and reservations.
- Assist with check-in and boarding procedures, ensuring a smooth travel experience for passengers.
- Maintain a clean, organized, and welcoming reception area.
- Collaborate effectively with other airport staff to ensure seamless operations.

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### Indigo Jobs near me

### Skills:

- A minimum of 1 year of experience working in a customer service or

hospitality role (preferred).

- Excellent communication and interpersonal skills, with the ability to build rapport with people from diverse backgrounds.
- Strong organizational and time management skills, with the ability to prioritize effectively in a fast-paced environment.
- A meticulous and detail-oriented approach to work, ensuring accuracy in all tasks.
- Proactive problem-solving skills and the ability to handle challenging situations calmly and professionally.
- Basic computer literacy and proficiency in relevant travel software (a plus).
- A passion for travel and a genuine desire to provide exceptional customer

**Important Links**

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

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