

Indigo Job Vacancy – Job Opportunities – Front Office Coordinator

Hiring organization

Indigo

Job Location

India

Remote work from: IND

Date posted

February 28, 2024

Valid through

31.08.2024

Base Salary

USD. 15 - USD. 21

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Indigo Job Vacancy

We are searching for a highly motivated and detail-oriented individual to join our team as a Front Office Coordinator. In this role, you will play a vital role in ensuring the smooth operation of our airport location, providing exceptional customer service to passengers, and contributing to the positive reputation of IndiGo.

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Indigo Careers

Responsibilities:

- Welcome and assist passengers with inquiries and requests, ensuring a positive and professional first impression.
- Process passenger check-in, boarding, and baggage handling efficiently and accurately.
- Maintain a clean, organized, and welcoming work environment, ensuring adherence to all safety and security protocols.

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Indigo Jobs Near Me

Skills:

- Excellent communication and interpersonal skills, with the ability to build rapport with passengers from diverse backgrounds.
- Strong organizational and time management skills, with the ability to prioritize tasks and work effectively under pressure.
- Proficiency in Microsoft Office Suite and airport reservation systems.

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