

Indigo Recruitment 2023 - Jobs Near Me - Receptionist Post

Hiring organization

Indigo

Job Location

India

Remote work from: India

Date posted

February 1, 2023

Valid through

31.12.2025

Base Salary

USD. 13,000 - USD. 18,500

APPLY NOW

Qualifications

Graduation, 12th

Employment Type

Full-time

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Description

Indigo Recruitment 2023

The role of the Receptionist is to provide excellent customer service to all visitors and callers of the company.

Indigo Jobs Near Me

Responsibilities:

- Answer and direct all incoming phone calls
- Greet and welcome all visitors in a friendly and professional manner
- Maintain a clean and organized reception area

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Indigo Careers

Requirements:

- Proven experience in providing excellent customer service
- Strong communication and interpersonal skills
- Able to work independently and take initiative

Important Links

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

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