

## 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

(adsbygoogle = window.adsbygoogle || []).push({});

### 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

(adsbygoogle = window.adsbygoogle || []).push({});

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](#)

(adsbygoogle = window.adsbygoogle || []).push({});