

WFH Job Vacancy in IndiGo – Fast Job Search – Back Office Assistant Posts

Hiring organization
IndiGo

Job Location

India
Remote work from: IND

Date posted
February 12, 2024

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

Valid through
31.08.2024

Base Salary

USD. 11 - USD. 22

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time, Work From Home

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

[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

Description

WFH Job Vacancy in IndiGo

As a Back Office Assistant at IndiGo, you will play a crucial role in supporting the smooth functioning of our various departments.

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

IndiGo Hiring For Freshers

Responsibilities:

- **Providing administrative support:** Manage schedules, maintain records, prepare reports, and handle other administrative tasks as assigned.
- **Processing passenger queries:** Assist passengers with reservations, ticketing, baggage inquiries, and other concerns through phone, email, and in-person interactions.
- **Coordinating with various departments:** Collaborate with different teams within IndiGo to ensure smooth information flow and efficient operations.
- **Maintaining data accuracy:** Ensure accuracy and completeness of data in various systems and records.
- **Performing other duties as assigned:** Be adaptable and willing to take on additional responsibilities as needed.

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

IndiGo Jobs Near Me

Skills:

- **Excellent communication and interpersonal skills:** Ability to interact

effectively with colleagues, passengers, and other stakeholders.

- **Strong organizational and time management skills:** Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- **Proficiency in MS Office Suite:** Adept in using Word, Excel, PowerPoint, and Outlook.
- **Attention to detail:** Ability to work accurately and meticulously.
- **Teamwork and collaboration:** Ability to work effectively within a team and contribute to a positive work environment.

Tags:

indigo jobs,indigo careers jobs,indigo career,indigo salary,indigo official website,indigo airlines job for 12th pass,indigo careers job vacancy,indigo airlines job vacancy in delhi,indigo careers ground staff,indigo,indigo airlines,indigo cabin crew,indigo vacancy,indigo cabin crew jobs,indigo job,indigo job vacancy,indigo recruitment,indigo ground staff

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

Important Links