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Indigo Jobs Part Time/ Customer Service Executive – Indigo Work From Home

Hiring organization
Indigo

Job Location

India
Remote work from: IND

Date posted
January 18, 2024

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Valid through
31.08.2024

Base Salary

USD 12 - USD 25

APPLY NOW

Qualifications

12th Pass / Graduate

Employment Type

Full-time

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Description

Indigo Jobs Part Time/ Customer Service Executive

As a Customer Service Executive at Indigo, you'll be the voice of the airline, ensuring smooth communication and exceptional service for every passenger. You'll wear multiple hats – answering queries, resolving concerns, handling bookings, and building lasting relationships with our valued customers.

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Indigo Jobs Near Me

Responsibilities:

- **Customer Support:** Respond to inquiries via phone, email, and social media, providing prompt and accurate information.
- **Booking Assistance:** Assist passengers with booking flights, selecting seats, managing reservations, and processing payments.
- **Problem Solving:** Address passenger concerns efficiently and effectively, de-escalating situations and finding solutions.
- **Information Provision:** Share flight updates, travel advisories, and other relevant information clearly and concisely.
- **Policy and Procedure Adherence:** Ensure compliance with company policies and regulations while maintaining a high level of service.
- **Documentation Management:** Process travel documents, verify information, and maintain accurate records.
- **Multitasking and Time Management:** Juggle multiple tasks efficiently

and meet deadlines while maintaining a positive demeanor.

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Indigo Jobs For Freshers

Skills:

- Minimum 12th pass or equivalent qualification preferred.
- Excellent communication and interpersonal skills, building rapport and trust with customers.
- Strong problem-solving and analytical skills, finding solutions and making quick decisions.
- Proficient in computer skills and relevant software (e.g., Microsoft Office, airline reservation systems).
- Ability to work independently and as part of a team in a fast-paced environment.
- Positive attitude, proactive approach, and a genuine passion for customer service.
- Familiarity with the travel industry and Indigo's services is a plus.

Tags: indigo recruitment, indigo jobs, indigo Job Vacancy, indigo work from home, indigo Jobs For Freshers, indigo hiring 2024, indigo data entry jobs, indigo careers, indigo recruitment, vacancy job alert, Jobs Near Me, All Jobs For You, Latest Job

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