



<https://jobfever.govhelp.in/job/indigo-recruitment-2024-private-jobs-customer-service-executive-post/>

Indigo Recruitment 2024 – Private Jobs – Customer Service Executive Post

Hiring organization
Indigo

Job Location

India
Remote work from: IND

Date posted
January 6, 2024

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Valid through
31.08.2024

Base Salary

USD 14,000 - USD 19,000

APPLY NOW

Qualifications

12th Pass / Graduate

Employment Type

Full-time

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Description

Indigo Recruitment 2024

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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Myntra 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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Myntra 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.

Family with the travel industry and Indigo's services is a plus.

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

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