



<https://jobs.govhelp.in/job/indigo-jobs-2023-jobs-for-freshers-front-office-coordinator-posts/>

Indigo Jobs 2023 – Jobs For Freshers – Front Office Coordinator Posts

Hiring organization
Indigo

Job Location

India
Remote work from: IND

Date posted
September 13, 2023

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Valid through
31.12.2023

Base Salary

Rs. 11,600 - Rs. 18,600

APPLY NOW

Qualifications

12th Pass & Graduate

Employment Type

Full-time

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Description

Indigo Jobs 2023

The Front Office Coordinator is responsible for providing administrative support to the Customer Service department. This includes tasks such as answering phones, responding to emails, and resolving customer issues. The ideal candidate will be organized, detail-oriented, and have strong customer service skills.

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Indigo Careers

Responsibilities:

- Answer phones and respond to emails in a timely and efficient manner
- Resolve customer issues in a professional and courteous manner
- Follow up with customers to ensure their satisfaction
- Maintain customer records and files
- Coordinate with other departments to ensure smooth operations

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Indigo Jobs Near Me

Skills

- Proficient in Microsoft Office Suite (Excel, Word, Outlook)

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Customer service experience

Important Links

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

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