



<https://targetjob.govhelp.in/job/indigo-recruitment-2024-free-jobs-alerts-data-entry-executive-posts/>

## IndiGo Recruitment 2024 – Free Jobs Alerts – Data Entry Executive Posts

**Hiring organization**  
IndiGo

### Job Location

India  
Remote work from: IND

**Date posted**  
January 10, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 15,000 - USD 20,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

## IndiGo Recruitment 2024

IndiGo, India's leading low-cost carrier, is seeking a meticulous and detail-oriented Data Entry Executive to join our dynamic team. You'll play a crucial role in ensuring the smooth operation of our flights by accurately and efficiently entering data into various systems. If you thrive on organization, possess exceptional typing skills, and are eager to contribute to a fast-paced environment, then we want you on board!

### IndiGo Jobs near me

#### Responsibilities:

- Accurately and efficiently enter passenger, booking, and flight information into various company databases and systems.
- Maintain data integrity by verifying and correcting any discrepancies identified through quality checks.
- Generate reports and summaries as needed, ensuring accuracy and clarity.
- Assist with other administrative tasks as assigned, including document scanning and filing.
- Maintain a professional and positive attitude while adhering to company policies and procedures.

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### IndiGo Careers

**Skills:**

- Excellent typing skills with a minimum speed of 40 words per minute.
- Strong attention to detail and ability to work accurately under pressure.
- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

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

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