



<https://jobable.govhelp.in/job/amazon-pay-recruitment-2023-24-fast-job-back-office-admin-post/>

Amazon Pay Recruitment 2023-24 – Fast Job – Back Office Admin Post

Hiring organization
Amazon Pay

Job Location

India
Remote work from: IND

Date posted
December 23, 2023

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Valid through
31.08.2024

Base Salary

USD 11,000 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Amazon Pay Recruitment 2023-24

Amazon Pay, India's preferred digital payments solution, is searching for efficient and reliable Back Office Admins to join our dynamic team in [City, Country]. In this crucial behind-the-scenes role, you'll play a vital part in ensuring smooth financial operations, maintaining accurate records, and ultimately contributing to the seamless and trusted experience that Amazon Pay delivers to millions of users.

Amazon Pay Careers

Responsibilities:

- **Accuracy Ace:** Process financial transactions with meticulous attention to detail, ensuring data integrity and adherence to accounting principles.
- **Data Detective:** Analyze financial data, identify discrepancies, and investigate potential errors with a keen eye and a problem-solving mindset.
- **Documentation Dynamo:** Maintain accurate and up-to-date financial records, reports, and files, adhering to strict document management protocols.
- **Compliance Champion:** Ensure adherence to internal control procedures and regulatory requirements, safeguarding Amazon Pay's financial security.
- **Master of Logistics:** Coordinate the procurement of office supplies and equipment, ensuring timely acquisition and cost-effectiveness.
- **Communication Ninja:** Clearly communicate identified discrepancies and findings to relevant stakeholders, maintaining professionalism and transparency.

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Amazon Pay Jobs near me

Skills:

- **Strong Analytical Skills:** The ability to analyze financial data, identify discrepancies, and draw accurate conclusions.
- **Attention to Detail:** A keen eye for accuracy and the ability to work meticulously with numbers and financial information.
- **Multitasking Master:** The ability to manage multiple tasks efficiently and prioritize effectively in a fast-paced environment.
- **Computer Savvy:** Proficiency in relevant accounting software and data analysis tools.
- **Communication Skills:** Clear and concise written and verbal communication skills for effective collaboration and reporting.
- **Problem-Solving Savvy:** A proactive approach to identifying and resolving discrepancies with a calm and solution-oriented mindset.

Important Links

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

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