https://jobable.govhelp.in/job/amazon-pay-recruitment-2024-fast-job-coordinator-post/

Amazon Pay Recruitment 2024 – Fast Job – Coordinator Post

Job Location
India
Remote work from: IND

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary
USD 10,700 - USD 18,000

Qualifications
12th/ Graduate

Employment Type
Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Hiring organization
Amazon Pay

Date posted
December 30, 2023

Valid through
31.08.2024

APPLY NOW

Description

Amazon Pay Recruitment 2024

Amazon Pay is more than just a payment method; it's a seamless and secure way to pay across the Amazon ecosystem and beyond. We're constantly innovating and pushing the boundaries of what's possible in the fintech world, and we're looking for coordinators to be a part of this exciting journey.

Amazon Pay Careers

Responsibilities:

- Assist with various administrative tasks, including scheduling meetings, organizing travel, and managing documents.
- Provide excellent customer service to internal and external stakeholders.
- Proactively anticipate and address team needs, ensuring smooth workflow and operations.
- Support project management by tracking deadlines, maintaining records, and preparing reports.
- Collaborate effectively with cross-functional teams to achieve shared goals.
- Maintain a positive and organized work environment.

(adsbygoogle = window.adsbygoogle || []).push({});

Amazon Pay Jobs near me

Skills:

- A minimum of 1 year of experience in an administrative or coordination role (preferred).
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- A detail-oriented approach with a proactive and problem-solving mindset.
- Ability to work independently and as part of a team in a fast-paced environment.
- A passion for Amazon Pay and the digital payments landscape (a plus!)

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});