

Back Office Coordinator – Vacancy Job Alert – PhonePe Jobs Hiring For Freshers

Hiring organization
PhonePe

Job Location

India
Remote work from: IND

Date posted
March 1, 2024

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Valid through
31.08.2024

Base Salary

USD 12 - USD 21

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Data Entry Assistant

As a Back Office Coordinator, you will play a crucial role in supporting the efficient functioning of our back-office operations. You will be responsible for a variety of tasks, ensuring accuracy, efficiency, and adherence to company policies and procedures.

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PhonePe Careers

Responsibilities:

- Process and maintain financial documents, such as invoices, payments, and receipts.
- Assist with data entry and management, ensuring accuracy and completeness of records.
- Provide administrative support to the back-office team, including scheduling meetings, preparing reports, and handling inquiries.

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Phonepe Jobs For Freshers

Skills:

- Strong organizational skills with a keen eye for detail.
- Excellent communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.

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