

## Back Office Staff – Jobs For Freshers – PhonePe Jobs Hiring For Freshers

**Hiring organization**  
PhonePe

### Job Location

India  
Remote work from: IND

**Date posted**  
February 10, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 12 - USD 23

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### Qualifications

Graduate, 12th Pass

### Employment Type

Full-time

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### Description

## Back Office Staff

This role is ideal for highly motivated individuals with a strong work ethic and a desire to contribute to a fast-paced, dynamic environment.

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## PhonePe Careers

### Responsibilities:

- Process various back-office transactions with accuracy and efficiency.
- Respond to customer queries promptly and professionally, providing clear and helpful resolutions.
- Generate reports and analyze data to identify trends and opportunities for improvement.
- Maintain accurate and up-to-date records according to company policies and procedures.
- Collaborate with other teams to ensure smooth functioning and efficient operations.

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### Phonepe Jobs For Freshers

#### Skills:

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills, both written and verbal.
- Ability to work independently and as part of a team.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Adaptable and eager to learn new technologies and processes.

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