

## Executive Assistant in PhonePe – Job Change – PhonePe Jobs Hiring For Freshers

**Hiring organization**  
PhonePe

### Job Location

India  
Remote work from: IND

**Date posted**  
January 27, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 12 - USD 21

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Executive Assistant in PhonePe

As an Executive Assistant at PhonePe, you'll play a critical role in supporting our busy executives, ensuring their days are productive and efficient. You'll be the first point of contact for internal and external stakeholders, managing communication, calendars, travel arrangements, and event logistics.

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## PhonePe Careers

### Responsibilities:

- **Calendar Management:** Master the art of scheduling, juggling appointments, meetings, and travel arrangements with meticulous attention to detail.
- **Communication & Liaison:** Be the voice of the executive, effectively managing communication with internal and external stakeholders, including clients, partners, and senior leadership.
- **Project Management:** Proactively anticipate needs, research and gather information, and manage small projects efficiently to support the executive's priorities.
- **Travel & Logistics:** Plan and arrange travel itineraries, handle bookings and reservations, and ensure smooth travel experiences for the executive.
- **Event Coordination:** Organize and manage internal and external events, from conferences and meetings to presentations and dinners.
- **Administrative Support:** Provide efficient administrative support, including expense management, document preparation, and email handling.
- **Confidentiality & Discretion:** Maintain the utmost confidentiality and discretion with sensitive information and executive matters.

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### Phonepe Jobs For Freshers

#### Skills:

- Excellent communication and interpersonal skills, with a confident and professional demeanor.
- Impeccable organizational skills with the ability to prioritize and manage multiple tasks simultaneously.
- Strong attention to detail and accuracy, ensuring all information and tasks are handled with precision.
- Proficient in Microsoft Office Suite and other relevant productivity tools.
- A positive and proactive attitude, with a passion for exceeding expectations.

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