

File Clerk in PhonePe – Job Search – PhonePe Jobs Hiring For Freshers

Hiring organization
PhonePe

Job Location

India
Remote work from: IND

Date posted
January 22, 2024

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Valid through
31.08.2024

Base Salary

USD 12 - USD 20

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

File Clerk in PhonePe

As a File Clerk at PhonePe, you'll play a crucial role in maintaining the accuracy and organization of our physical and digital records. You'll be the guardian of our documents, ensuring efficient filing, retrieval, and archiving, contributing to a smooth workflow for our entire organization.

PhonePe Careers

Responsibilities:

- **Maintain and organize physical and digital files:** Categorize, index, and store documents according to established protocols, ensuring easy retrieval and traceability.
- **Process incoming and outgoing documents:** Scan paper documents, upload files electronically, and handle distribution within the organization.
- **Assist with administrative tasks:** Manage calendars, scheduling appointments, and perform other clerical duties as needed.

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Phonepe Jobs For Freshers

Skills:

- Excellent organizational skills and attention to detail.
- Proficient in computer skills, including document management software (e.g., MS Office Suite).
- Strong communication and interpersonal skills, with a focus on active listening and clear communication.

- Ability to work independently and as part of a team, prioritizing tasks effectively in a fast-paced environment.
- Bachelor's degree in any relevant field (a plus).

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