# PhonePe Careers – Job Vacancy Near Me – Social Media Assistant Posts

**Hiring organization**
PhonePe

**Job Location**
Antop Hill, 400037, Mumbai, Maharashtra, India

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**Date posted**
March 17, 2024

**Base Salary**
USD 13 - USD 21

**Valid through**
31.08.2024

APPLY NOW

**Qualifications**
Graduate, 12th Pass

**Employment Type**
Full-time

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Description

# PhonePe Recruitment 2024

PhonePe, India's leading digital payments platform, is seeking a driven and customer-centric Social Media Assistant to join our growing team! In this exciting role, you'll play a vital role in managing our social media presence, engaging with our audience, and providing exceptional customer service.

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## PhonePe Careers

**Responsibilities:**

- Craft engaging social media content that educates users about PhonePe's features, benefits, and latest offerings.
- Monitor and respond to comments and messages on various social media platforms, ensuring prompt and professional customer service.
- Proactively identify and address customer concerns, escalating issues where necessary.
- Stay updated on social media trends and best practices to optimize PhonePe's online presence.

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**Phonepe Jobs For Freshers**

**Skills:**

- Excellent written and verbal communication skills in English.
- Strong understanding of social media platforms (Facebook, Twitter, Instagram etc.) and their functionalities.
- Ability to create engaging and informative content in a clear and concise manner.
- Customer-centric approach with a passion for resolving issues and exceeding expectations.
- Excellent time management and organizational skills.

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