



<https://jobable.govhelp.in/job/phonepe-careers-new-job-recruitment-for-back-office-coordinator/>

## PhonePe Careers – New Job – Recruitment For Back Office Coordinator

**Hiring organization**  
PhonePe

### Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

**Date posted**  
April 4, 2024

**Valid through**  
31.12.2024

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### Base Salary

USD 13 - USD 23

### Qualifications

12th Pass, Graduate, Post Graduate

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### Employment Type

Full-time

### Description

## PhonePe Recruitment 2024

PhonePe is on a mission to transform the way India pays. We're a leading digital payments platform, offering users a seamless and secure way to make payments, recharge phones, invest, and more. We're a fast-paced, innovative company with a vibrant culture, and we're looking for talented individuals to join our team and help us continue to grow.

**Do you thrive in a dynamic environment? Are you detail-oriented and enjoy working collaboratively? If so, a career at PhonePe as a Back-Office Coordinator could be the perfect fit!**

### PhonePe Jobs Near Me

This remote Back-Office Coordinator position allows you to contribute to PhonePe's success from anywhere in India. As a key member of our team, you'll play a vital role in ensuring the smooth operation of our back-office functions.

### Summary

We're looking for a highly organized and detail-oriented individual to join our growing team as a Back-Office Coordinator. In this role, you'll provide essential administrative and operational support across various departments. You'll be responsible for a range of tasks, including data entry, maintaining records,

processing invoices, and assisting with project management.

This role offers a fantastic opportunity to gain valuable experience in a fast-paced and exciting environment. You'll have the chance to work with a talented team and contribute to the success of a leading FinTech company.

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#### **Key Responsibilities:**

- Process invoices, payments, and other financial documents accurately and efficiently.
- Maintain accurate and up-to-date records in a digital filing system.
- Provide administrative support to various departments as needed.
- Prepare reports and presentations as required.
- Assist with project management tasks, such as scheduling meetings and coordinating resources.
- Manage office supplies and equipment inventory.
- Research and analyze data to support operational needs.
- Respond to inquiries from internal and external stakeholders in a professional and timely manner.
- Stay up-to-date on company policies and procedures.

#### **Required Skills and Qualifications:**

- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Ability to prioritize multiple tasks and meet deadlines.
- Problem-solving skills and a proactive approach.
- Experience with back-office operations or a related field (a plus).

#### **Experience:**

This role is open to both freshers and experienced candidates. We're looking for individuals with strong organizational skills and a willingness to learn. If you're a recent graduate or have experience in a similar role, we encourage you to apply!

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#### **Why Join PhonePe?**

At PhonePe, we're passionate about what we do, and we're committed to creating a positive and rewarding work environment for our employees. Here are just a few reasons why you'll love working at PhonePe:

- **Opportunity to make a real impact:** You'll be working on projects that are making a difference in the lives of millions of Indians.
- **Fast-paced and dynamic environment:** You'll never get bored at PhonePe. We're constantly innovating and growing, which means there's always a new challenge to tackle.
- **Learning and development opportunities:** We're committed to helping our employees grow and develop their skills. We offer a variety of training programs and opportunities to learn from experienced professionals.
- **Competitive salary and benefits package:** We offer a competitive salary and benefits package, including health insurance, paid time off, and more.
- **Vibrant and collaborative culture:** We have a fun and collaborative work environment where you'll feel valued and respected.

### Application Process:

If you're interested in joining our team, please submit your resume and cover letter online. In your cover letter, please tell us why you're interested in this role and what you can bring to PhonePe.

### Motivate to Join

We're looking for talented and motivated individuals who are excited to be a part of our journey. If you're ready to take your career to the next level and make a real impact, we encourage you to apply!

**Join PhonePe and help us revolutionize the way India pays!**

### General Overview

As a Back-Office Coordinator at PhonePe, you'll play a vital role in ensuring the smooth operation of our day-to-day business. You'll be responsible for a variety of administrative and operational tasks, and you'll have the opportunity to work with a talented team in a fast-paced and exciting environment.

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