

## PhonePe Job Recruitment – Job Card – Back Office Assistant Posts

**Hiring organization**  
PhonePe

### Job Location

Andhra Mahila sabha, 500044, Hyderabad, Telengana, India

**Date posted**  
March 17, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 10 - USD 19

**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 searching for a detail-oriented and organized Back Office Assistant to join our fast-paced team. You'll play a vital role in supporting our core operations by ensuring smooth functioning and accuracy behind the scenes.

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## PhonePe Careers

### Responsibilities:

- Process and maintain financial documents with accuracy and efficiency.
- Provide administrative support to various departments within the organization.
- Assist with data entry and management tasks, ensuring data integrity.

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### Phonepe Jobs For Freshers

#### Skills:

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Keen eye for detail and a commitment to accuracy.

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#### Important Links

**Find the Link in [Apply Now](#) Button**

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