

Phonepe Recruitment 2024 – Latest Job – Back Office Assistant Post

Hiring organization
Phonepe

Job Location

India
Remote work from: IND

Date posted
January 8, 2024

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Valid through
31.08.2024

Base Salary

USD 11,300 - USD 19,500

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Phonepe Recruitment 2024

As a Back Office Assistant at PhonePe, you'll be the backbone of our administrative operations, ensuring accuracy and efficiency behind the scenes. You'll wear multiple hats, handling tasks like document processing, data entry, and record maintenance, contributing directly to a seamless work flow.

Phonepe Careers

Responsibilities:

- Maintain and update various databases with accuracy and attention to detail.
- Process, scan, and organize physical and digital documents, ensuring proper filing and retrieval.
- Handle correspondence, including emails and phone calls, with clarity and professionalism.
- Prepare reports and presentations for internal stakeholders, adhering to formatting guidelines.
- Assist with other administrative tasks as assigned, demonstrating flexibility and initiative.

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Phonepe Jobs near me

Skills:

- Excellent command over written and verbal communication in English.
- Proficiency in computer applications like MS Office Suite

(Word, Excel, PowerPoint).

- Strong organizational skills and meticulous attention to detail.
- Ability to work independently and as part of a team, prioritizing tasks effectively.

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

Excel, time management and problem-solving skills

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