

Phonepe Recruitment 2024 – Phonepe Careers – Back Office Admin Post

Hiring organization
Phonepe

Job Location

India
Remote work from: IND

Date posted
December 22, 2023

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Valid through
30.06.2024

Base Salary

USD 11,300 - USD 18,600

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Phonepe Recruitment 2024

At PhonePe, you'll be more than just a paper pusher; you'll be the maestro of organization, ensuring the smooth flow of administrative tasks that keeps PhonePe running like a well-oiled machine. You'll play a crucial role in supporting various departments, from managing document flow and data entry to coordinating meetings and travel arrangements. Your meticulous attention to detail and organizational skills will be instrumental in keeping PhonePe efficient and productive.

Phonepe Careers

Responsibilities:

- **Document Dynamo:** Manage document flow efficiently, ensuring proper filing, archiving, and retrieval of essential paperwork.
- **Data Entry Maestro:** Process data accurately and efficiently, maintaining meticulous records and databases.
- **Meeting Maverick:** Coordinate meetings and travel arrangements flawlessly, ensuring smooth scheduling and logistics.
- **Communication Catalyst:** Clearly communicate administrative updates and procedures to internal teams, fostering efficient collaboration.
- **Problem-Solving Ninja:** Proactively identify and resolve administrative bottlenecks, optimizing processes for improved efficiency.
- **Tech-Savvy Hero:** Utilize office software and systems to automate tasks and streamline administrative workflows.

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Phonepe Jobs near me

Skills:

- Bachelor's degree in any discipline preferred.
- 1+ years of experience in administrative or operations support roles.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills.
- Proficiency in computer skills and office software (e.g., MS Office Suite).
- A proactive and problem-solving approach.

Important Links Ability to work independently and as part of a team. **Find the Link in [Apply Now](#) Button**

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