



<https://bestjob.jobsareahub.com/job/phonepe-recruitment-2023-2-years-experience-required-back-office-staff-post/>

## PhonePe Recruitment 2023 – 2+ Years Experience Required – Back Office Staff Post

**Hiring organization**  
PhonePe

### Job Location

India  
Remote work from: India

**Date posted**  
July 4, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 33,000 - Rs. 41,000

APPLY NOW

### Qualifications

Graduate.

### Employment Type

Full-time

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### Description

## PhonePe Recruitment 2023

Job Description: PhonePe is looking for dedicated and detail-oriented individuals to join our team as Back Office Staff. As a Back Office Staff member, you will play a crucial role in ensuring the smooth and efficient operation of our back-office functions. Your primary responsibility will be to handle administrative tasks, process documentation, and provide support to various teams within the organization. This is an excellent opportunity for freshers who are organized, proactive, and eager to contribute to the success of a leading digital payment platform.

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### TCS Jobs Careers

#### Responsibilities:

1. Perform data entry and maintain accurate records of various transactions and activities.
2. Process and verify documents, including invoices, purchase orders, and expense reports.
3. Assist in organizing and maintaining files, both physical and digital, ensuring proper documentation and archiving.
4. Coordinate with internal teams to gather and compile information required for reporting and analysis.
5. Assist in preparing reports, presentations, and other business documents as needed.

6. Respond to inquiries and provide support to internal teams or external stakeholders, ensuring timely and accurate resolution.
7. Collaborate with other departments to streamline processes, improve efficiency, and enhance overall operational effectiveness.
8. Conduct quality checks to ensure compliance with established procedures and standards.
9. Assist in handling routine office tasks, such as managing schedules, coordinating meetings, and maintaining office supplies.
10. Stay updated on company policies, procedures, and industry regulations to ensure adherence and compliance.

**Skills and Qualifications:**

1. Strong attention to detail and excellent organizational skills.
2. Proficient computer skills, including MS Office applications and data entry.
3. Good verbal and written communication skills.
4. Ability to prioritize tasks and work efficiently in a fast-paced environment.
5. Basic knowledge of office equipment and procedures.
6. Ability to maintain confidentiality and handle sensitive information with discretion.
7. Strong teamwork and collaboration skills.
8. Graduation in any discipline is preferred.
9. Freshers with a proactive attitude and willingness to learn are encouraged to apply.

**Experience:**

- Freshers are welcome to apply for this position.
- Prior experience in back-office operations or administrative roles is an advantage but not mandatory.

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

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