



<https://jobquest.jobsworld.com/job/phonepe-jobs-2023-2-years-experience-required-back-office-staff-post/>

PhonePe Jobs 2023 - 2+ Years Experience Required - Back Office Staff Post

Hiring organization
PhonePe

Job Location

India
Remote work possible

Date posted
June 22, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 18,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

PhonePe Jobs in India

Job Title: Back Office Staff

Department: Back Office

Reports To: Back Office Manager

Summary:

The Back Office Staff is responsible for providing administrative and clerical support to the Back Office team. This includes processing transactions, maintaining records, and providing customer support. The Back Office Staff also performs other duties as assigned.

(adsbygoogle = window.adsbygoogle || []).push({});

PhonePe Careers

Responsibilities:

- Process transactions, such as payments, refunds, and disputes.
- Maintain records, such as customer accounts, transaction history, and

regulatory compliance documents.

- Provide customer support, such as answering questions, resolving issues, and providing guidance.
- Perform other duties as assigned, such as data entry, report generation, and filing.

Skills:

- Excellent organizational skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Excellent communication skills, both written and verbal.

Qualifications:

- High school diploma or equivalent.
- 1-2 years of experience in a back office role.
- Experience with financial transactions and customer service is a plus.

Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});