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## PhonePe Jobs 2023 - 2+ Years Experience Required - File Clerk

**Hiring organization**  
PhonePe

### Job Location

India  
Remote work from: India

**Date posted**  
April 12, 2023

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**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

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### Description

## PhonePe Jobs in India

The File Clerk will be responsible for organizing and maintaining company files. This includes managing and tracking electronic files as well as maintaining hard copy files. The File Clerk will also be responsible for preparing files for distribution and printing.

PhonePe Jobs Near Me

**This includes tasks such as managing user accounts, monitoring system performance, ensuring backups are run, and troubleshooting system issues.**

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PhonePe Careers

### Responsibilities:

- Manage user accounts
- Monitor system performance
- Ensure backups are run

PhonePe

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-Troubleshoot system issues

**Qualifications:**

-High school diploma or equivalent

-Familiarity with Microsoft Office Suite

-Familiarity with electronic filing systems

**Important Links**

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

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