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## PhonePe Jobs 2023 - 2+ Years Experience Required - Social Media Assistant Posts

**Hiring organization**  
PhonePe

### Job Location

India  
Remote work from: India

**Date posted**  
March 25, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 12,000 - Rs. 18,000

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### Qualifications

12th, Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

## PhonePe Jobs in India

The social media assistant will help the social media manager with creating and scheduling social media posts for the company's various social media platforms. They will also work with the marketing team to create social media ads. Additionally, the social media assistant will help manage the company's blog and track their website traffic.

PhonePe Jobs Near Me

### Responsibilities:

- Create and schedule social media posts for various platforms
- Work with marketing team to create social media ads
- Manage company blog
- Track website traffic

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PhonePe Careers

The Social Media Assistant will support the Social Media Manager in developing and executing social media marketing campaigns to raise awareness of the company and its products.

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**Qualifications:**

- High school diploma or equivalent
- At least 2 years of experience providing administrative support to a department or office
- Excellent customer service skills
- Detail oriented and able to handle multiple tasks simultaneously
- Familiarity with Microsoft Office Suite

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

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