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PhonePe Jobs 2023 – 2+Years Experience Required – Administrative Analyst Posts

Hiring organization
PhonePe

Job Location

India
Remote work from: India

Date posted
March 23, 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 Administrative Analyst provides general administrative and clerical support to a department or office. This may include managing the department's budget, scheduling appointments, preparing reports, and maintaining files and records.

PhonePe Jobs Near Me

The ideal candidate for this role will have excellent customer service skills, be detail oriented, and be able to handle multiple tasks simultaneously.

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PhonePe Careers

Responsibilities:

- Support managers and employees through a variety of administrative tasks including managing schedules and appointments, preparing reports, and maintaining files and records
- Answer phones, take messages, and provide customer service to departmental staff and external clients
- Monitor and oversee departmental budgeting and spending
- Coordinate travel arrangements for departmental staff

PhonePe

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-Provide clerical support for special projects as needed

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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