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PhonePe Jobs 2023 – Jobs Near Me – Front Office Coordinator Post

Hiring organization
PhonePe

Job Location

India
Remote work from: India

Date posted
January 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

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Description

PhonePe Jobs in India

The Front Office Coordinator will provide support to the front office team.

PhonePe Jobs Near Me

Responsibilities:

- Provide excellent customer service by handling customer inquiries and complaints
- Maintain office supplies and equipment
- Organize and maintain front office filing system

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PhonePe Careers

Qualifications:

- High school diploma
- Minimum 2 years of experience providing customer service
- Excellent organizational skills, attention to detail, and strong customer service skills

Important Links

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