



<https://jobquest.jobsworld.com/job/phonepe-requirement-2023-2-years-experience-required-office-clerk-post/>

## PhonePe Requirement 2023 – 2+ Years Experience Required – Office Clerk 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:** Office Clerk

**Department:** Administration

**Location:** [City, State]

**Reports To:** Administrative Manager

### Summary:

The Office Clerk is responsible for providing administrative and support services to the PhonePe team. This includes managing the team's day-to-day operations, ensuring compliance with company policies and procedures, and providing strategic support to the Administrative Manager. The Office Clerk also performs other duties as assigned.

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

PhonePe Careers

### Responsibilities:

PhonePe

Jobsleworld - Jobs In India - Job Vacancies In India. Apply  
Thousands of Job Openings In India, India's Job Portal. Explore  
India Jobs Across Top Companies Now!  
<https://jobquest.jobsworld.com>

- Manage the day-to-day operations of the Administration team.
- Ensure compliance with company policies and procedures.
- Provide strategic support to the Administrative Manager.
- Oversee the development and implementation of new administrative initiatives.
- Represent the Administration team at meetings and events.
- Other duties as assigned.

**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 an administrative role.
- Experience with a variety of administrative software is a plus.

**Important Links**

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

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

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