

Paytm Careers Jobs – Jobs For Freshers – Back Office Executive Job Seeker

Hiring organization
Paytm

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted

April 1, 2024

Valid through

31.08.2024

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Base Salary

USD 14 - USD 19

Qualifications

12th Passed

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Employment Type

Full-time

Description

Paytm Recruitment 2024

Do you thrive in a fast-paced environment where innovation meets efficiency? Are you detail-oriented and possess a knack for problem-solving? If so, then a career at Paytm as a Back Office Executive might be the perfect fit for you!

Welcome to the World of Paytm

Paytm is India's leading digital ecosystem for payments, commerce, banking, insurance, and more. We're a passionate team driven by the mission to make financial services accessible and convenient for everyone. As a Back Office Executive at Paytm, you'll play a vital role in ensuring the smooth operation of our back-end processes, contributing directly to our growth story.

Why Join Us?

- **Make an Impact:** Be a part of a company that's revolutionizing the Indian financial landscape. Your work will directly contribute to empowering millions of users.
- **Growth Opportunities:** At Paytm, we believe in fostering a culture of learning and development. You'll have ample opportunities to upskill yourself and progress in your career.
- **Work with the Best:** Collaborate with a talented and driven team who are passionate about creating a better tomorrow.
- **Remote Work:** Enjoy the flexibility of working from the comfort of your home.

Paytm Jobs Near Me

We're looking for enthusiastic individuals across India to join our team!

Job Summary

The Back Office Executive role is all about ensuring accuracy and efficiency in our back-end operations. You'll be responsible for a variety of tasks, including data entry, managing administrative processes, and providing support to different departments within the organization.

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Key Responsibilities

- Process financial transactions (receipts, invoices, bills) with accuracy and efficiency.
- Maintain and update databases and spreadsheets.
- Prepare reports and presentations to support various departments.
- Assist with travel arrangements and schedule meetings for the team.
- Manage inventory control and office supplies.
- Provide administrative support to senior management.
- Follow company policies and procedures to ensure smooth operations.
- Respond to inquiries from colleagues and provide timely assistance.

Required Skills and Qualifications

- Excellent organizational and time management skills.
- Strong analytical and problem-solving abilities.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Meticulous attention to detail and accuracy.

Experience

- This role is open to both freshers and experienced candidates.
- Freshers with a strong academic background and a willingness to learn are welcome to apply.
- Prior experience in a similar role will be a plus.

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Why Join Paytm?

- **Competitive Salary and Benefits Package:** We offer a competitive compensation package that includes health insurance, paid leaves, and other employee benefits.
- **Work-Life Balance:** We understand the importance of maintaining a healthy work-life balance. We encourage our employees to take advantage of our flexible work arrangements.
- **Vibrant Work Culture:** At Paytm, we foster a collaborative and inclusive work environment where your ideas are valued.
- **Continuous Learning and Development:** We offer opportunities for continuous learning and development to help you grow your skills and advance your career.

Application Process

Interested in joining our team? Please submit your resume and cover letter online. We look forward to hearing from you!

Join Us and Make a Difference

At Paytm, we're committed to making a positive impact on the lives of millions of Indians. If you're looking for a challenging and rewarding career, then we encourage you to apply!

In Conclusion

As a Back Office Executive at Paytm, you'll play a vital role in supporting our core operations. You'll be working in a fast-paced environment with a talented team, contributing to the growth of a leading fintech company.

We offer a competitive compensation package, a positive work culture, and ample opportunities for growth. If you're a detail-oriented individual with a strong work ethic, then we encourage you to apply!

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