

Paytm Careers Jobs – Jobs Near Me – Back Office 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
March 23, 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

Are you looking for a dynamic career opportunity in the heart of India's booming fintech industry? Paytm, a leading financial services company, is searching for talented individuals to join our growing back-office team! In this remote position, you'll play a vital role in supporting our core operations and ensuring a seamless experience for our millions of users.

Why Join Paytm?

At Paytm, we're passionate about making financial services accessible and convenient for everyone. We offer a fast-paced, collaborative work environment where you'll have the opportunity to learn from industry experts and contribute to cutting-edge technology. Here are some additional reasons to consider joining our team:

- **Make a real impact:** Your work will directly contribute to Paytm's mission of democratizing financial services in India.
- **Growth opportunities:** We offer a culture of learning and development, providing you with the resources and support to advance your career.
- **Competitive benefits:** Enjoy a comprehensive benefits package that includes health insurance, paid time off, and competitive salary.
- **Remote work:** Work from the comfort of your own home and enjoy the flexibility of a remote work environment.

Paytm Jobs Near Me

In this role, you'll be responsible for a variety of back-office tasks, ensuring the

smooth operation of our various financial services.

Job Summary:

We're seeking a detail-oriented and highly organized individual to join our back-office team. You'll be responsible for a variety of administrative tasks, data entry, and customer support activities. This role is a great opportunity for recent graduates or individuals with a keen eye for detail who are looking to build a career in the exciting world of fintech.

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Key Responsibilities:

- Data entry and processing of financial transactions
- Account maintenance and verification
- Customer support via email or phone (depending on the specific role)
- Processing and resolving customer inquiries in a timely and efficient manner
- Generating reports and maintaining accurate records
- Adhering to strict company policies and procedures
- Maintaining data confidentiality and security

Required Skills and Qualifications:

- Minimum of a high school diploma or equivalent
- Strong computer literacy with proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Excellent attention to detail and accuracy
- Strong organizational skills and the ability to manage multiple tasks simultaneously
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- A positive attitude and a willingness to learn

Experience:

- This role is open to recent graduates (freshers) or individuals with 0-2 years of experience in a related field.

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Why Join Our Team?

Paytm offers a dynamic and stimulating work environment where you'll have the opportunity to work with cutting-edge technology and make a real impact. Here are some of the additional benefits you can expect as part of our team:

- Competitive salary and benefits package
- Opportunity to work remotely
- Collaborative and supportive work environment
- Continuous learning and development opportunities
- Be a part of a company that's shaping the future of finance in India

Application Process:

To apply, please submit your resume and cover letter online. In your cover letter, please tell us why you're interested in this role and how your skills and experience can benefit Paytm.

Join Us and Make a Difference!

At Paytm, we're looking for passionate and talented individuals who are excited to be a part of our mission. If you're ready to take your career to the next level and make a real impact, we encourage you to apply!

In Conclusion:

This back-office support role at Paytm offers a unique opportunity to gain valuable experience in the fintech industry while working remotely. As a member of our team, you'll play a vital role in supporting our core operations and ensuring a seamless experience for our customers. We offer a competitive salary and benefits package, along with a collaborative and supportive work environment. If you're looking for a dynamic and rewarding career path, we encourage you to apply today!

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