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HDFC Bank Jobs 2023 – HDFC Bank Careers – Payroll Clerk Job

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
October 4, 2023

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Valid through
31.12.2023

Base Salary

USD 22,000 - USD 28,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

HDFC Bank is looking for a talented and motivated Payroll Clerk to join our team. The ideal candidate will have a strong understanding of payroll principles and practices, as well as experience in using payroll software. In this role, you will be responsible for processing payroll for HDFC Bank employees, ensuring that all payments are accurate and timely.

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HDFC Bank Jobs Near Me

Responsibilities:

- Process payroll for HDFC Bank employees, including calculating wages, taxes, and deductions.
- Issue paychecks and direct deposits.
- Maintain and update employee payroll records.
- Prepare and submit payroll reports to management.
- Assist with payroll audits and compliance.

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HDFC Bank Careers

Requirements:

- Strong understanding of payroll principles and practices.
- Experience in using payroll software.
- Excellent attention to detail and accuracy.
- Ability to work independently and as part of a team.

Proficiency in Microsoft Office Suite

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