

## Kotak Bank Careers 2023 – 2+ Years Experience Required – Payroll Clerk Jobs

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: India

**Date posted**  
May 5, 2023

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**Valid through**  
31.12.2025

### Base Salary

USD 15,000 - USD 18,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

#### Kotak Mahindra Bank Recruitment 2023

Kotak Mahindra Bank is hiring Payroll Clerk for 2+ years of experience.

#### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

1. Preparation of payroll for all employees in the company
2. Calculation of wages and salaries based on hours worked and wage rates
3. Administration of employee benefits programs
4. Maintenance of employee files and records

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#### Kotak Mahindra Bank Careers

#### Requirements:

1. Minimum 2 years of experience in payroll administration
2. Thorough knowledge of labor laws and regulations governing payroll practices
3. Strong math skills, including proficiency in basic algebra and geometry

4. Excellent data entry skills and attention to detail

5. Proficient in Microsoft Excel and Word

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

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