

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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