

Kotak Bank Careers 2023 – All India Jobs – Payroll Clerk Job

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
September 13, 2023

Valid through
31.12.2023

Base Salary

USD 20,500 - USD 26,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Kotak Mahindra Bank Recruitment 2023

The Payroll Clerk is responsible for processing payroll for Kotak Mahindra Bank employees. This includes entering timesheets, calculating wages, and issuing paychecks. The Payroll Clerk must also be able to answer employee questions about payroll and resolve any problems that may arise.

(adsbygoogle = window.adsbygoogle || []).push({});

Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Enter timesheets and calculate wages
- Issue paychecks
- Answer employee questions about payroll
- Resolve payroll problems
- Maintain payroll records
- Stay up-to-date on changes to payroll laws and regulations

(adsbygoogle = window.adsbygoogle || []).push({});

Kotak Mahindra Bank Careers

Skills:

- Strong attention to detail
- Proficient in Microsoft Excel and other payroll software
- Excellent communication and interpersonal skills

Ability to work independently and as part of a team

Important Links

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```