

Kotak Bank Careers 2023 – Bank Jobs – Payroll Clerk Job

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
October 5, 2023

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Valid through
31.12.2023

Base Salary

USD 19,500 - USD 24,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

Kotak Mahindra Bank is one of India's leading private banks, offering a wide range of banking and financial services. We are looking for a highly motivated and detail-oriented Payroll Clerk to join our team.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Enter and process employee payroll data
- Calculate employee wages and deductions
- Issue paychecks and other payroll-related documents
- Respond to employee queries about payroll
- Maintain payroll records and reports

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Kotak Mahindra Bank Careers

Skills:

- Excellent typing skills (minimum 40 words per minute)
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team

Good communication and interpersonal skills

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

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