

## Kotak Bank Careers 2023 – Kotak Bank Jobs – Payroll Clerk Job

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
August 11, 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

We are looking for a highly motivated and organized Payroll Clerk to join our team. The ideal candidate will have experience in payroll processing, as well as strong attention to detail and accuracy. They will also be proficient in using a variety of payroll software and systems.

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#### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

- Process payroll for employees
- Enter timesheets and employee information
- Calculate deductions and taxes
- Generate paychecks and distribute them to employees
- Maintain payroll records
- Respond to employee payroll inquiries

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#### Kotak Mahindra Bank Careers

#### Skills:

- Strong attention to detail and accuracy
- Proficiency in payroll software and systems
- Excellent communication skills, both verbal and written
- Ability to work independently and as part of a team
- Ability to meet deadlines

## Important Links

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

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