

Kotak Bank Recruitment 2023 – Freshers Jobs – Payroll Clerk Jobs

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted

September 27, 2023

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Valid through

31.12.2023

Base Salary

USD 19,500 - USD 25,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

Kotak Mahindra Bank is looking for a highly organized and detail-oriented Payroll Clerk to join our team! As a Payroll Clerk, you will be responsible for processing payroll for all Kotak Mahindra Bank employees. This includes tasks such as entering timesheets, calculating wages, and issuing paychecks. You will also be responsible for maintaining payroll records and ensuring that payroll is processed accurately and on time.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Enter timesheets into Kotak Mahindra Bank's payroll system
- Calculate wages and deductions
- Issue paychecks
- Maintain payroll records
- Resolve payroll discrepancies
- Respond to employee inquiries about payroll

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Kotak Mahindra Bank Careers

Skills:

- Strong attention to detail
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills

Proficiency in using Microsoft Office Suite
Important Links Find the Link in [Apply Now](#) Button

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