

Kotak Bank Recruitment 2023 - 2+Years Experience Required - Payroll Clerk Post

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: India

Date posted
July 3, 2023

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Valid through
31.12.2025

Base Salary

Rs. 32,000 - Rs. 41,000

APPLY NOW

Qualifications

10+2/Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Zebronics Jobs Recruitment 2023

Job Description: We are currently seeking a detail-oriented and organized Payroll Clerk to join our team at Kotak Bank. As a Payroll Clerk, you will play a crucial role in the accurate and timely processing of employee payroll, ensuring compliance with applicable laws and regulations. Your role will contribute to the smooth operation of our payroll system, ensuring that our employees are paid accurately and on time.

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1. High school diploma or equivalent. Additional coursework or certification in payroll administration or accounting is advantageous.
2. Strong knowledge of payroll procedures, laws, and regulations.
3. Proficiency in using payroll software and related tools for data entry, calculations, and reporting.
4. Excellent attention to detail and accuracy in data entry and calculations.
5. Strong organizational and time management skills to meet payroll processing deadlines.
6. Effective communication and interpersonal skills to interact with employees and other stakeholders.
7. Basic knowledge of accounting principles and calculations.
8. Proficiency in MS Excel and other relevant software applications for data analysis and reporting.
9. Ethical and trustworthy, maintaining confidentiality and handling sensitive payroll information with discretion.

10. Ability to work both independently and collaboratively within a team environment.

Experience: Freshers with a strong interest in payroll administration and a willingness to learn are encouraged to apply. Prior internships or coursework in payroll administration or related fields are advantageous.

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

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