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Kotak Mahindra Bank Careers For Freshers - Payroll Clerk/Job Seeker

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted

February 19, 2024

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Valid through

31.08.2024

Base Salary

USD 15 - USD 29

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Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Careers For Freshers

We are seeking a motivated and detail-oriented individual to join our growing team as a Payroll Clerk. In this role, you will be responsible for ensuring the accurate and timely processing of payroll for our employees, adhering to all company policies and regulations.

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Responsibilities:

- Process employee salaries and deductions accurately and on time, as per designated pay cycles.
- Maintain employee payroll records and ensure their completeness and accuracy.
- Calculate and process statutory deductions such as taxes and contributions.
- Generate and distribute payslips to employees in a timely manner.
- Respond to employee queries and address any payroll-related concerns promptly and efficiently.
- Liaise with other departments (e.g., HR, Finance) to gather and verify payroll data.
- Stay updated on changes in payroll regulations and ensure compliance with all statutory requirements.
- Contribute to the continuous improvement of payroll processes and procedures.

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Skills:

- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Proficiency in MS Office Suite, particularly Excel.
- Ability to work independently and as part of a team.
- Good communication and interpersonal skills.
- Ability to learn new processes and adapt to changes quickly.

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