

## Kotak Mahindra Bank Careers For Freshers - Payroll Manager/All Jobs For You

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

### Date posted

February 16, 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

As our Payroll Manager, you'll play a crucial role in ensuring the smooth and accurate processing of salaries and other benefits for our valued employees across India. You'll lead a team of payroll professionals, ensuring compliance with all statutory regulations and internal policies. You'll be the go-to person for all payroll-related queries, and your expertise will contribute significantly to employee satisfaction and morale.

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### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

- Oversee the entire payroll processing cycle, including data entry, verification, calculation, and timely disbursement of salaries.
- Ensure compliance with all relevant labor laws, income tax regulations, and internal policies.
- Manage and motivate a team of payroll professionals, providing guidance, training, and performance feedback.
- Conduct regular audits and reviews to identify and address any discrepancies or potential risks.
- Stay updated on changes in payroll legislation and best practices, implementing improvements to optimize efficiency and accuracy.
- Maintain strong relationships with internal stakeholders, including HR, finance, and legal teams.
- Prepare reports and analysis on payroll metrics and trends, providing insights for informed decision-making.

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### **Infosys Careers**

#### **Skills & Qualifications:**

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum 5 years of experience in payroll management, preferably within the banking or financial services industry.
- Strong knowledge of Indian labor laws, income tax regulations, and payroll accounting practices.
- Proficient in MS Office Suite, ERP systems like SAP HCM, and payroll software packages.
- Excellent analytical, problem-solving, and communication skills.
- Ability to work independently and as part of a team, demonstrating strong leadership and time management skills.

**Tags:** kotak mahindra bank recruitment, kotak mahindra bank jobs, kotak mahindra bank Job Vacancy, kotak mahindra bank work from home, kotak mahindra bank Jobs For Freshers, kotak mahindra bank hiring 2024, kotak mahindra bank data entry jobs, kotak mahindra bank careers, kotak mahindra bank recruitment, vacancy job alert, Jobs Near Me, All Jobs For You, Latest Job

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