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Tata Steel Recruitment 2023 – All Over India Jobs – Payroll Manager Post

Hiring organization
Tata Steel

Job Location

India
Remote work from: India

Date posted
September 2, 2023

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Valid through
31.12.2023

Base Salary

USD 18,000 - USD 25,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Tata Steel Recruitment 2023

The Payroll Manager is responsible for the overall administration of Tata Steel's payroll system. This includes ensuring that all payroll transactions are processed accurately and timely, in accordance with all applicable laws and regulations. The Payroll Manager also works closely with other departments to ensure that payroll data is accurate and up-to-date, and that employees are paid correctly.

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Tata Steel Jobs Near Me

Responsibilities:

- Develop and implement payroll policies and procedures
- Manage the payroll staff and ensure that they are properly trained
- Process all payroll transactions, including new hires, terminations, and changes to pay rates
- Prepare and submit payroll tax returns
- Maintain accurate payroll records
- Resolve payroll discrepancies
- Work with other departments to ensure that payroll data is accurate and up-to-date
- Respond to employee inquiries about payroll

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Tata Steel Careers

Skills:

- Strong sales and negotiation skills
- Excellent customer service skills
- Ability to build and maintain relationships
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

Qualifications:

- Bachelor's degree in Human Resources, Accounting, or a related field
- 5+ years of experience in payroll administration
- Strong understanding of payroll laws and regulations
- Excellent analytical and problem-solving skills
- Proficient in Microsoft Office Suite

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

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