



<https://jobroll.govhelp.in/job/tata-steel-recruitment-2023-jobs-near-me-payroll-manager-post/>

## Tata Steel Recruitment 2023 – Jobs Near Me – Payroll Manager Post

### Hiring organization

Tata Steel

### Job Location

India

Remote work from: India

### Date posted

August 26, 2023

### Valid through

31.12.2023

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### 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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