



<https://targetjob.govhelp.in/job/hdfc-bank-recruitment-2024-bank-jobs-payroll-clerk-post/>

HDFC Bank Recruitment 2024 – Bank Jobs – Payroll Clerk Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
January 8, 2024

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.08.2024

Base Salary

USD 18,000 - USD 24,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

HDFC Bank Recruitment 2024

HDFC Bank, a leading financial institution committed to excellence, is seeking a detail-oriented and efficient Payroll Clerk to join our dynamic team. In this crucial role, you'll play a vital part in the smooth and accurate processing of employee salaries and benefits, ensuring our valued workforce receives compensation on time and in accordance with company policies and regulations.

HDFC Bank Jobs near me

Responsibilities:

- **Payroll Processing:** Accurately calculate and process employee salaries for various payrolls, taking into account deductions, taxes, and other adjustments.
- **Data Management:** Maintain and update employee payroll data, including bank details, tax information, and leave records, ensuring accuracy and completeness.
- **Compliance & Reporting:** Prepare and submit timely and accurate payroll reports to relevant authorities, adhering to all legal and regulatory requirements.
- **Communication & Liaison:** Effectively communicate payroll-related information to employees, answer queries, and address concerns promptly and professionally.
- **System Utilization:** Proficiently utilize payroll software and banking systems to perform tasks efficiently and accurately.

(adsbygoogle = window.adsbygoogle || []).push({});

HDFC Bank Careers

Skills:

- **Strong Numerical & Analytical Skills:** Possess excellent attention to detail, a high degree of accuracy, and the ability to interpret and analyze complex payroll data.
- **Communication & Interpersonal Skills:** Communicate effectively with colleagues, employees, and external stakeholders, both verbally and in writing.
- **Computer Proficiency:** Proficient in MS Office Suite and payroll software applications.
- **Organized & Efficient:** Demonstrate strong time management and organizational skills to prioritize tasks, meet deadlines, and maintain accuracy under pressure.
- **Problem-Solving:** Ability to identify and resolve payroll discrepancies or issues efficiently and effectively.

Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});