



<https://targetjob.govhelp.in/job/hdfc-bank-vacancy-near-me-free-job-alert-payroll-clerk-in-hdfc-bank/>

## HDFC Bank Vacancy Near Me – Free Job Alert – Payroll Clerk In HDFC Bank

**Hiring organization**  
HDFC Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
January 24, 2024

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**Valid through**  
31.08.2024

**Base Salary**  
USD 18 - USD 24

APPLY NOW

**Qualifications**  
Graduate

**Employment Type**  
Full-time

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### Description

## HDFC Bank Recruitment

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.

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## 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.

**Tags:** HDFC Bank , recruitment, job opportunities, career, hiring, job search, job application, HDFC Bank careers, work at HDFC Bank , job openings, job vacancies, job opportunities at HDFC Bank , HDFC Bank jobs, HDFC Bank recruitment 2024, HDFC Bank hiring 2024

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

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