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HDFC Bank Recruitment 2023 – Vacancy Job Alert – Payroll Manager Post

Hiring organization
HDFC Bank

Job Location

Remote work possible

Date posted
June 23, 2023

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Valid through
31.12.2023

Base Salary

Rs. 20,000 - Rs. 50,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

Job Title: Payroll Manager

Reports To: Head of Human Resources

Summary:

The Payroll Manager is responsible for the overall management of the payroll function at HDFC Bank. This includes ensuring that payroll is processed accurately and on time, complying with all relevant laws and regulations, and providing excellent customer service to employees. The ideal candidate will have a strong understanding of payroll principles and procedures, as well as excellent communication and interpersonal skills.

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Responsibilities:

- Oversee the processing of payroll for all employees, ensuring accuracy and timeliness
- Manage the payroll budget and ensure that it is in line with the company's financial goals

- Stay up-to-date on changes to payroll laws and regulations
- Provide excellent customer service to employees, answering questions and resolving issues
- Compile and analyze payroll data to identify trends and areas for improvement
- Supervise and train payroll staff

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Skills:

- Strong understanding of payroll principles and procedures
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Ability to work under pressure and meet deadlines

Qualifications:

- Bachelor's degree in accounting, finance, or a related field
- 5+ years of experience in a payroll management role
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team

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

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