



<https://jobtalent.jobcitylive.com/job/jio-recruitment-2023-jio-jobs-payroll-clerk-posts/>

## Jio Recruitment 2023 – Jio Jobs – Payroll Clerk Posts

### Job Location

Kolkata, West Bengal, India  
Remote work from: India

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### Base Salary

Rs. 10,000 - Rs. 16,000

### Qualifications

12th pass & Graduate

### Employment Type

Full-time

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### Description

## Jio Recruitment 2023

The payroll clerk is responsible for inputting employee hours and pay data into the payroll system.

### Jio Near Me

-Prepare paychecks for distribution

-Reconcile payroll accounts

-Prepare tax reports

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### Jio Jobs For Freshers

### Skills

-Familiarity with Microsoft Excel

### Hiring organization

Jio

### Date posted

February 17, 2023

### Valid through

31.12.2025

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## Important Links

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

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