

**RECRUITMENT OF BRANCH MANAGER FOR
NASIK,SATARA,KOLHAPUR,SANGLI BRANCHES IN
MAHARASHTRA**

Post Code: BM-NSK/STR/KLR/SLI - MAHA - SEP 2021

Position: Branch Head (Cadre-Manager)

Location: Nasik, Satara, Kolhapur, Sangli

Profile:

For Branch Head (Manager Cadre): To Head the Branch in all areas of branch work such as sourcing of business, operations, collections/ recovery and ensuring profitability of branch, which would involve extensive travelling.

Eligibility:

1. Age not exceeding 28 years as on 01-10-2021 (relaxation generally upto 40 years of age can be considered based on commensurate, relevant prior experience)
2. Any Graduation (10+2+3 format) from a UGC recognized university. Post graduation & professional qualification shall be given additional weightage.
3. Minimum 3 years experience (for age not exceeding 28 years) in Housing Finance/Retail Lending/Marketing of financial products (Home Loan) / branch operations in HFCs/FIs. Exposure in housing finance is a must. Experience of heading a branch will be preferred. For further age relaxation, commensurate additional experience would be required.
4. Extensive in-depth knowledge of local housing finance market with good networking capacity with builders / developers is a must. Knowledge of credit underwriting is necessary.
5. Fluency in Marathi (read, write & speak) besides English is must. Working knowledge of Hindi will be an added advantage.
6. Early joining will be preferred.
7. For recruitment in all cadres, candidates (external) having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.
8. No requests for transfer would be considered for a period of 3 years.
9. No internal candidates are eligible.

Job Description:

- To source qualitative business (home loan) as per target given in conformity with the credit policy of the Company.
- To achieve growth and hit sales targets by successfully managing the sales team.
- Designing and implementing a strategic sales plan that expands company's customer base and ensure its strong presence.
- To carry out works pertaining to branch sales operation such as customer service, ensuring branch business development, meeting business target of the branch, marketing, publicity, conduct loan camps and other works.
- To check preliminary due diligence & credit limit of the customers and scrutinize all the documents pertaining to the property (Property Visits, Preparation of CAM sheets)
- To validate the genuineness of the customer by verifying his KYC and other related documents.
- To coordinate with panel valuers / advocates for effective delivery within stipulated turnaround time.
- To handle lending operations of branch, which require speedy processing of loan applications /initial credit appraisal at branch level/follow up of loan approvals with sanctioning authority/ disbursements/ post disbursal monitoring
- To monitor collections and manage effectively the receivables and develop collection strategies to minimize "bad debt" portfolio loss.
- To achieve the targets set for recovery / delinquency
- Timely achievement of business targets set under different parameters and make the branch a profit center.
- To ensure effective brand building and business promotion (through various marketing and sales activities)
- To ensure prompt and best client service.
- To ensure good overall housekeeping and compliance with all statutory requirements.
- To augment & maximize other income stream by Cross-Selling of Insurance products
- The position will have 4-5 on roll employees and 1-2 off roll staff reporting to him/her.

Key Competencies Required

- Good communication skill - verbal and written
- Negotiation skill
- Interpersonal skill, leadership qualities and team management
- Multitasking ability
- Planning and organizing skill
- Target orientation
- Proficiency in MS-Word

Pay & Perquisites:

CTC starting from Rs. 7 lakhs per annum (fixed + variable, depending on fitment based on experience, performance in the selection process). However, experienced candidate would be compensated suitably as per market norms and Management discretion.

PROBATION: 1 year (extendable based on performance)

How to Apply:

Eligible candidates are requested to apply only by mail (enclosing detailed CV and duly filled in Bio Data format indicating the location preference) **on or before 5 PM on October 08, 2021** to personnel@repcohome.com. The subject of the mail should be **“Application for the post of BM-NSK/STR/KLR/SLI-MAHA-SEP 2021”**.

Applications received after due date and in any other format except the prescribed bio data format will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The date & venue & mode of the same will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to accept/reject any/all applications and/ or modify any of the eligibility conditions without assigning any reason or even abandon the recruitment process. The Company also reserves the right to offer suitable cadre/emoluments to candidates as per its own discretion depending on profile, past experience and performance in the selection process etc. No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.
