

RECRUITMENT OF BRANCH MANAGER FOR BHAVNAGAR, GUJARAT

POST CODE: BM- BHAVNAGAR - JULY 2018

Position: **Branch Head**

Location: **Bhavnagar**

Profile: To Head the Branch in all areas of branch work such as sourcing of business, operations, collections and ensuring profitability of branch.

Eligibility:

1. Age not exceeding 28 years as on 01-07-2018 (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.
5. Fluency in Gujarati (read, write & speak) besides English and Hindi is must.
6. Early joining will be preferred.
7. For recruitment in all cadres, candidates (internal-applying for lateral entry / 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.

Job Description:

- To source quality and quantity business (home loan) as per target given in conformity with the credit policy of the Company
- 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 coordinate with panel valuers / advocates for effective delivery within stipulated turnaround time.
- To monitor collections and manage effectively the receivables and 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
- The position will have 2-3 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 (as the Company does not operate through separate verticals for sourcing, operations and collections)
- Planning and organizing skill
- Target orientation
- Proficiency in MS-Word
- Target orientation

Pay & Perquisites:

CTC starting from Rs. 7.00 lakhs per annum (fixed + variable). However, experienced candidate would be compensated suitably as per market standard and Management discretion. Probation period: 1 year.

HOW TO APPLY:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable). Applications shall be sent only by post/ courier. Applications sent in any other format/ sent by any other mode will not be considered.

Applications in a sealed envelope super-scribing the **“Application for the post of BM - BHAVNAGAR - JULY 2018”** shall be forwarded to the address as given below to reach the addressee **on or before 5 pm on July 25, 2018:**

The General Manager (HR)
Repc Home Finance Limited
3rd Floor, Alexander Square
New No. 2/Old No. 34 & 35
Sardar Patel Road, Guindy
Chennai- 600 032

Applications received after due date and in any other format except the prescribed bio data format or through any other mode except by post/ courier 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 without assigning any reason or even abandon the recruitment process. The Company also reserves the right to offer position and emoluments to a candidate 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.
