

Broad Job Descriptions for staffs under Direct lending vertical

Branch Head for Bengaluru Location

(CTC -₹ 3,67,488/- to ₹ 7,19,724/-)

BASIC Eligibility Criteria

1. Candidate should be local and well versed with local language. Candidates with additional language skill will be given advantage.
2. **Age limit:** 27 years, 3 years relaxation for experienced candidates
3. **Education:** Degree and above
4. Well acquainted with local areas and cities
5. He/ She should know driving with valid driving license.
6. Female candidates are encouraged to apply
7. Experience from microfinance sector will be given preference

Job Responsibilities

1. Management of branch operation and business
2. To chair the branch loan committee for loan approvals
3. Exploring new operational areas for the branch
4. Approval of new village/areas for business expansion
5. Conducting village/area meeting for new business
6. Building a healthy customer relationship
7. Maintaining 100% recovery rate for the branch portfolio
8. Building a healthy and mix portfolio
9. Managing audit and compliance of the branch
10. Shall be responsible for profitability of the branch
11. Adherence to all statutory guidelines, rules and regulations from the company and regulators.
12. Complying timely submission of all reports/ documents to HO
13. Ensuring BOD/EOD of the branch daily
14. Staff monitoring and mentoring
15. Periodical performance assessment of staffs
16. Adherence to operation process of the company
17. Respecting values and ethics of the company
18. Maintain a proper Monitoring and risk mitigation strategy for the branch
19. The Branch Head will be overall responsible for smooth functioning of the branch and building the branch as a profitable unit for NABFINS in a defined time period

Interested candidate send your resume to careers@nabfins.org.
(<http://nabfins.org/Careers%20with%20Us>)