

**Job Title: Branch Manager**

**Location: Mehsana, Karnal, Alwar, Tambaram**

**Job Description:**

- Developing customer relationship & business generation.
- Responsible for sourcing, servicing, and login the overdue Collections.
- Creation of relationships (with DSA, Builders and client) and ensure smooth servicing and operations.
- Should take care of new business initiatives like marketing activity.
- Branch Portfolio Management
- Taking care of Teams productivity and business.
- Achieving the Branch targets.
- Manage both internal & external channel for business expansion & development
- Understanding the intricacies of various cases and filtering them so that only appropriate cases are put up for approval.
- Responsible for maintaining good loan portfolio for business in the Allocated Branch.

**Required Skills:**

- Possess good communication skills.
- Good Administrative Skill
- Customer Orientation.
- Positive Approach towards work and team.
- Confident.

**Education and experience:**

- Any graduate or post graduate.
- Need to have minimum 4-8 years of Home loan & mortgage related experience.
- Must possess sound knowledge of systems & reports to be prepared.
- Must have experience of sourcing business from open market. Must have exposure to team handling role.