

**Job Title: Collection – Assistant Manager**

**Location: Aurangabad**

**Job Description:**

- To maintain documentation related to Advocates & Arbitrators Pan India Empanelment process, Issuance of appointment letters.
- To assist in Preparing & issuance of Loan Recall Notice.
- Preparation & Tracking of Legal MIS & Report.
- Assisting in preparing dunning letters & legal notices.
- System assistance of record keeping & tracking of cases on an ongoing basis for the legal cases initiated under Arbitration Act.
- To keep track & records of bill paid related to legal.
- Other miscellaneous activities allocated during urgency.

**Required Skills:**

- Graduate with good academic background.
- Need to have minimum 1 year of mortgage related business experience.
- Must possess sound knowledge of systems & Reports to be prepared.