

## ANNAPURNA FINANCE PVT LTD

<b>POSITION</b>	Assistant Branch Manager
<b>QUALIFICATION</b>	Any Graduation or above
<b>EXPERIENCE</b>	Min 02 Years in MFI/NBFC
<b>REPORTING TO</b>	Branch Manager
<b>LOCATION</b>	Anywhere in Odisha except Home District
<b>SALARY</b>	Up to Rs. 2.4 Lacs/ Annual (Including both Fixed & Performance based incentive)
<b>BENEFITS</b>	Provident Fund, ESIC, Fuel/Petrol allowances, Mobile allowances, Accidental Policy, Life Insurance

<b>Interview Date</b>	<b>Interview Location</b>
<b>11-12-2019 (Wednesday)</b>	Baripada, Dhenkanal, Deogarh, Rayagada
<b>12-12-2019 (Thursday)</b>	Athagarh, Sonepur, Anandpur, Nabrangpur
<b>14-12-2019 (Saturday)</b>	Bhubaneswar, Bhadrak, Aska, Jeypore, Bolangir
<b>15-12-2019 (Sunday)</b>	Bhubaneswar, Bhadrak, Nayagarh, Junagarh, Sambalpur

### Purpose of Job

The successful candidate will have a hands-on approach and will be committed to the expansion and success of the business by implementing strategies that increase productivity and enable sales targets achievement.

### Job Description

- Identify Operational Area and conduct Village meeting.
- Identify potential area & customer, conduct regular meetings and new SHG (Self Help Group) formation.
- Represent Annapurna and the branch vis-à-vis customers and the local community.
- Ensure quality of loan evaluation and application as per the loan policies and procedures.
- Prepare the Weekly plan in advance for disbursing to the Managed groups and submit it to the BM.
- Give proper Orientation on loan and Communication on fees and interest rate, instalments, collection rules of the organisation to the member at the time of disbursement.
- The incumbent also responsible for recovery of the loan and on a monthly basis collect the interest.
- Ensure that recovery policies and procedures are followed.
- Will arrange the SHG leader training programme.
- Need to maintain the records and provide the information to different depts. as per the requirement.
- Ensure that providing excellent customer service and ensure brand recognition.
- Train the new comer and guide them in the field.

## Job Skill sets

- Ability to meet sales targets and production goals.
- Familiarity with industry's rules and regulations.
- Excellent organizational skills.
- Bachelor's degree preferred
- Ability to multitask and manage multiple projects at once.
- Great leadership skills.

**Note: Two wheeler is must.**