

## ANNAPURNA FINANCE PVT LTD

<b>POSITION</b>	Branch Manager (BM)
<b>QUALIFICATION</b>	Any Graduate & Above
<b>EXPERIENCE</b>	Min 04 Year (MFI/NBFC/Bank) with min 01 yr branch handling experience
<b>REPORTING TO</b>	Unit Manager
<b>LOCATION</b>	Anywhere in Odisha except Home District
<b>SALARY</b>	Up to Rs. 3.2 Lacs/ Annual (Including both Fixed & Performance based incentive)
<b>BENEFITS</b>	Provident Fund, ESIC, Fuel/Petrol allowances, Mobile allowances, Accidental Policy, Life Insurance

Interview Date	Interview Location
<b>11-12-2019 (Wednesday)</b>	Baripada, Dhenkanal, Deogarh, Rayagada
<b>12-12-2019 (Thursday)</b>	Athagarh, Sonapur, 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 incumbent will lead the team and achieve the business target in the assigned branch. Manage the issues in the field by visiting the clients and look after the compliance in the filed.

### Job Description

- Supervise, support and motivate branch staff. Ensure that branch staffs are effectively supervising and supporting their SHG groups. Ensure a high standard of discipline. Promote and ensure teamwork.
- Prepare monthly targets for branch and set targets for individual staff according to overall Annapurna standards and targets.
- Continuously analyse staff performance and respond swiftly to performance deficiencies. In conjunction with the HR department, implement performance management system at the branch level. Lead and participate in performance appraisals and ensure staff development. Coach and mentor branch staff as needed.
- Ensure that staff is providing excellent customer service and ensure brand recognition.
- Establish links and build rapport with local Banks, govt. departments and other MFIs
- Ensure quality of loan evaluation and application of the loan policies and procedures.
- Group verification visit before disbursement is compulsory.
- Analyse the portfolio on a Monthly basis and ensure high portfolio quality.
- Ensure that recovery policies and procedures are followed also make sure pre-recovery visit on monthly basis.

### Job Skill sets

- Team management skills
- Communication and interpersonal skills is must.
- Ability to meet sales targets and production goals.
- Familiarity with industry's rules and regulations.
- Ability to multitask and manage multiple projects at once.
- Proficient in MS Office

**Note: Two wheeler is must.**