

ANAPURNA FINANCE PVT LTD

POSITION	Senior Branch Manager (SBM)
QUALIFICATION	Any Graduate & Above
EXPERIENCE	Min 06 Year (MFI/NBFC/Bank) with min 03 yr branch handling experience
REPORTING TO	Unit Manager
LOCATION	Anywhere in Odisha except Home District
SALARY	Up to Rs. 3.7 Lacs/ Annual (Including both Fixed & Performance based incentive)
BENEFITS	Provident Fund, ESIC, Fuel/Petrol allowances, Mobile allowances, Accidental Policy, Life Insurance

Interview Date	Interview Location
11-12-2019 (Wednesday)	Baripada, Dhenkanal, Deogarh, Rayagada
12-12-2019 (Thursday)	Athagarh, Sonapur, Anandpur, Nabrangpur
14-12-2019 (Saturday)	Bhubaneswar, Bhadrak, Aska, Jeypore, Bolangir
15-12-2019 (Sunday)	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 field. Based on the experience and performance the incumbent can be given with the responsibility of more than one branch.

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.