













Job Description- Branch Manager

Job Title/ Designation	Branch Manager	Salary	Negotiable
Department	Business Operations/ Credit		
Reporting to whom	Area Manager		
Experience & Age	Minimum 3 years in microfinance as Branch Manager or experience in retail banking, asset sales, insurance sales, liability sales.		Age group : 25-30
Base Location	Different locations of Odisha, Chhattisgarh, Maharashtra, Madhya Pradesh, Bihar, Jharkhand, Rajasthan & Gujarat.		
Travel Required	Within the operational area		
Qualification	Essential	Graduate	
	Desirable	MBA/PGDM (Regular from a recognized university)	

Roles & Responsibility

-  Identify and conduct surveys of new working areas for group formation.
-  Conduct projection meeting and form groups.
-  Rate the groups as per the organisation's criteria.
-  Ensure 100% repayment rate.
-  Conduct loan utilization check.
-  Conduct Financial Literacy Programs for SHG members.
-  Promptly respond to all the customer grievances within 48 hours of receiving the complaint.
-  Conduct daily & weekly meetings in branch for ensuring quality portfolio & employee satisfaction.
-  Maintain & preserve all branch records & documents related to loan.
-  Ensure proper on the job training to new recruits.
-  Any other task assigned by the seniors.
-  Handle a group of people, motivate, mentor & guide them to meet the end result as defined by the organisation.