



MAHARASHTRA RURAL HOUSING & MORTGAGE FINANCE LTD

**Designation: Manager**  
**Sub Department: Collection**  
**Department: Portfolio Management**

**Job Duties:**

- Responsible for managing and undertaking collections process for debts that have been assigned
- Responsible to ensure collection team and Agencies adhere the collection process and legal Guidelines
- Responsible to allocate and achieve targets from agencies/in house team
- Regularly follow up with the Collection Team
- Ensuring adherence to collection process and legal guidelines
- Tracing out absconded default customers and initiate recovery process
- Recommend for legal actions for non-recoverable cases and following up with the legal team for the closure of the cases
- Resolving customer issues negotiating settlements as per the guidelines of the RBI & NHB policy
- Ensure minimal escalation
- Employee will be responsible in building and training the team

**Required Skills:**

- At least 10 years of experience in collection and 5 year team handling experience
- Aware about legal procedures
- Excellent written and communication skills
- Knowledge of Sarfesi and other related Act will be an added advantage.

**Education Qualification:**

- Candidate should have completed Graduation

**Experience:**

- Min 7 Yrs. in relevant (Housing) industry
- Min 5 Yrs. team handling

**Salary:**

- According to Industry Standard