



MAHARASHTRA RURAL HOUSING & MORTGAGE FINANCE LTD

Designation: Officer
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 5 years of experience in collection 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 2-3 Yrs. in relevant (Housing) industry

Salary:

- According to Industry Standard