

Career Opportunities with PNB Housing Finance Ltd., one of India's Premier Housing Finance Company

PNB Housing Finance Ltd, a premier Housing Finance Company, with assets exceeding Rs. 3,500 crore, seeks experienced professionals for **Executive** roles at **Nagpur, Mumbai, Navi Mumbai & Pune Branches**.

“We are an equal opportunity employer committed to providing an inclusive workplace environment”

JOB DESCRIPTION

Executive - Customer service & Operations

The official will be responsible for managing the post sanction activities. Key responsibilities will include management of queries related to loans & deposits, PDC & documentation collection, administrative operations of the branch, managing IT and other infrastructure in the branch, managing the customer service function and vendors.

Graduates with 1+ years of experience will be preferred.

Executive – Accounts & Resources

The official will be responsible for handling day to day routine accounting jobs. Key responsibilities will include supporting the finance and accounting departments at CSO, managing branch consolidations, budgeting and cash management. Bill processing and support accounts payable/receivable function. Responsible for resource mobilization targets.

Finance graduates with 1+ years of experience will be preferred.

Executive –Credit Operations

The official will be responsible to assist in Credit process in the branch. Key responsibilities include reviewing the customer verification reports through CIBIL, KYC, ONICRA etc. and other related parameters, Develop the credit appraisal memo and to recommend the customer for further consideration at the HUB Level.

Graduates with 1+ years of experience will be preferred.

Executive –Recovery & collections

The official will be responsible to oversee the process for the branch region. Co-ordinate with the recoveries leads at the HUB level, management of soft collection & hard collection in the branch. Initiation of legal process and manage the sale repossessed assets.

Graduates with 1+ years of experience will be preferred.

Officer Trainee- Sales & Marketing

The Official should have completed their MBA/PGDM from reputed business schools in India and 1-2 years of experience in the sales function, preferably in the financial services sector. In addition, the candidates should have the ability to commit and deliver targets, strong analytical, communication and team-working skills and a customer orientation.