

Job Description – Branch Operations

Job Title:	Branch Operations
Job Location:	Mumbai/ Thane, Nashik, Gujarat, Goa
Department:	Branch Banking
Reports to:	Branch Manager
Grade:	M0/ M1
Job Responsibilities:	<ul style="list-style-type: none"> • To increase the existing customer base by carrying out various internal and external marketing programme. • To maintain relationship with existing customers and ensure selling & cross selling of various products to the customers. • To meet branch targets in terms of Deposits, Advances, third party products, IT products and participate in execution of a specific project directed by the corporate office. • To ensure safe credit by monitoring the overall performance of advances and taking corrective actions in a time bound manner. • To be vigilant about any suspected actions of the customers and take proactive steps to avoid/restrict its incidence. • Perform routine operational and administrative work
Education Qualification:	<ul style="list-style-type: none"> • Graduate from recognized college / university, JAIIB/ CAIIB
Experience:	<ul style="list-style-type: none"> • Total Banking Experience: Minimum 5 years
Behavioral Characteristics:	<ul style="list-style-type: none"> • Excellent communication skills • High level of inter-personal skills & integrity
Age:	Below 40 Years

Interested candidates are requested to e-mail their latest resume at broops@tjsb.co.in.