

Role – Location Head – Mortgage – Home Loan

Purpose: Will be responsible for meeting team targets, employee retention and achieving efficiency of assigned geography, employees and sources while keeping the team motivated and engaged.

Job Description:

- **Team Management and Development**

Responsible for maintaining a culture of fairness, openness, happiness and transparency. Should be accessible to his in-direct reports in case of escalations and maintain smooth interdepartmental functioning with adherence to processes. Create an encouraging environment and motivate the team to achieve their professional and personal goals. Identifying the high potential employees and coaching them for next level.

- **Implementation of Geography mapping**

Responsible for allocation of geography at all levels. Should train and coach the AM and TM on area mapping and auditing of geography. Should audit and review the progress of area mapping on regular intervals.

- **Project Approvals for the entire team/location.**

Is responsible for approvals of all projects pertaining to his respective teams. Would maintain an MIS and would be the link between developers and HDFC Legal team for completion of documents and timely approvals.

- **Performance Review.**

- Monthly review of AM. Coaching of AM and TM in conducting monthly reviews
- Goal setting of the AM and assist in goal setting of TM.
- Coach and assist AM and TM in conducting SO Reviews. TM to focus on performing SO's and AM to focus on new and underperforming SO's.
- Has to conduct monthly reviews and set goal sheets for all NPE SO's.

- **Category A & B Source Relationship Management.**

- Relationship Management- Is responsible for all sources in his geographic area with a special focus on Cat A and B sources

- **Self-employed and High Value Employed Loans**

- a. Self Employed Business- He/she would be responsible for facilitating self-employed business and constantly increase its percentage contribution. Would coordinate with HDFC self-employed HUB for faster processing of all Self-employed cases.

b. High Vale Business- Responsible for follow-up and approvals of all High Values loans in his/her respective branches

- Resolve Disbursement Related Issues.
 - Disbursements- Would be responsible for implementation of the disbursement process at HSPL and HDFC.
- BSA approvals for the team/location.

Channel Partner Empanelment Approval- Would be responsible for approving empanelment of all new channel partners.

- Conduct Town hall for the location on 1st and 16th working day of the month in absence of SM
- Market Intelligence-
 - Will be responsible for data on competition and markets. Will be responsible to send market share reports to HO on a monthly basis.
 - Should investigate and find out latest changes/updates in competitors product related to policies, rates etc.
 - Should collect data related to latest updates in real estate market in terms of future projects, new launches, pricing trends, sales trend, bulk bookings etc.
- Marketing Campaigns and events- Organize, execute and monitor performance of the launched schemes/offers, marketing activities like BT, HIL, Reference campaign etc.
- JD Implementation - Responsible for JD implementation of all down-line hierarchy's.

Good To Have

- Should have working knowledge of MS Office.

BFSI connect Placement Private Limited

Bridging the best talents, with Visionary companies

www.bfsiconnect.com | **Customer Support** - +91 840 1600 840 | Email - justask@bfsiconnect.com

Click the buttons below to explore live openings and download the **BFSI connect** App.

