

GIC HOUSING FINANCE LIMITED



Vacancies Available for Junior Executive Cadre

Sno	Below are the common points which are applicable to all the vacancies:
1	Years of Experience : up to 6 year
2	Age Limit : up to 30 years as on 31st March 2024
3	Latest Resume to be submitted via email @ cv@gichf.com
4	Kindly mention Role name in subject line while applying for job.
5	The minimum education required is mentioned in the below table; however, candidates who possess additional education will be given precedence.
6	Candidate having direct work experience (off role / contractual basis) in GIC Housing Finance will be given preference.
7	Last date of submission of the application is 05th April 2024.

Sr. No.	Department	Role Name	Job Description	Qualification required	Industry experience required	Location	No. of Vacancies
1	Accounts & Finance	Junior Executive- Accounts	<ul style="list-style-type: none"> • Data Entry: Processing bills, passing Accounts Payable/Accounts Receivable/Bank Fund transfer entries with accuracy. • Perform vendor reconciliations efficiently. • Proficiency in bank reconciliations. • Assist in Tax Compliance: Knowledge of TDS (Tax Deducted at Source) and GST (Goods and Services Tax) accounting. • Effective communication (Written/Oral) with vendors, clients, and internal teams. • Assist in day-to-day accounts-related work. 	Bachelors /Master's degree in Accounts & Finance	Finance & Accounts	Corporate Office, Mumbai	3
2	Operations	Junior Executive- Operations	<ul style="list-style-type: none"> • Preparation of financial notes related to customers and branches, obtaining necessary approvals. • Processing vendors' bills, ensuring timely payments. • Handling monthly disbursement data on CERSAI portal. • Generating reports, MIS, and other documents for stakeholders. • Follow-up for timely disbursement cheque handover. • Processing Re-KYC of customers. • Strong communication skills in Hindi/English/Marathi, with a positive attitude to learn. 	B Com.	NBFC	Corporate Office, Mumbai	1
3	Treasury	Junior Executive- Treasury	<ul style="list-style-type: none"> • Engage with internal and external stakeholders such as Banks, Mutual Funds, Insurance Companies, Intermediaries, etc. • Prepare and update various MIS including Investment Summary, LCR, Bank Status summary, Data Mining, etc. • Monitor and update Daily Cash flows & Projections. • Handle operational activities related to Investments in Mutual Funds and Bank Deposits. • Assist the team in Treasury-related IT transformation initiatives. • Conduct Bank Loan Reconciliations. • Manage Bank Documentation related tasks. • Strong Interpersonal skills. Ability to collaborate effectively with various departments. 	Graduate	NBFC/HFC	Corporate Office, Mumbai	1

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4	Recovery	Junior Executive-Recovery	<ul style="list-style-type: none"> • Ensure recovery in delinquent portfolio, focusing on frontend buckets and maximizing recoveries in Risk Buckets, NPA's & Write-off delinquent Pool. Responsibilities include: • Conduct visits to Customers & Agencies to maximize recovery. • Deploy adequate manpower at the Agency for coverage of all delinquent accounts. • Initiate timely legal action for recovery of dues. • Submit reports & MIS promptly. • Ensure adherence to the code of conduct in all processes. • Timely escalation and proactive reporting of adverse trends. • Address & resolve customer grievances/complaints and escalations. 	Graduate	NBFC/Bank	MMR - 2, Corporate office (Mumbai) - 2, NCR - 1, Bangalore - 1	6
5	Compliance	Compliance Officer	<ul style="list-style-type: none"> • Assist the Chief Compliance Officer in day-to-day compliance activities. • Serve as a primary point of contact for all compliance-related inquiries. • Collaborate effectively within a team, demonstrating strong communication skills. • Proficiency in Microsoft Excel, Word, and presentation software is essential. • Review and analyze regulatory reports to ensure compliance with applicable laws and regulations. • Support the Chief Compliance Officer in organizing and conducting compliance training sessions. 	Graduate/Post-Graduate, Compliance/AML/KYC	Compliance/AML/KYC	Corporate Office, Mumbai	1
6	IT	System Administrator (IT Engineer)	<ul style="list-style-type: none"> • Managing and operating Azure cloud-based hosts (Windows, Linux). • Managing and operating virtualization layer of cloud computing environments by commissioning and decommissioning of VMs or Networks. • Managing and operating containers and related workloads. • Managing and optimizing costs in cloud environments by proposing optimal cloud service implementation. • Continuous monitoring and complying to infra security. • Managing and operating DC/DR procedures and actions. • Managing and operating BCP procedure and actions. • Installing and configuring computer systems. • Responding to IT hardware or system software related support tickets requests. • Meeting with users to diagnose hardware issues. • Monitoring and analysing, system logs and event logs. • Providing technical support on-site or via remote-access systems. • Offering hardware / software solutions that meet the needs of the users. • Co-ordinating with vendor for repairing the hardware malfunctions or system software issues. • Maintaining good user and vendor relations. • Tracking and managing work records. • Compiling job reports. 	Bachelor's degree with Hardware & Networking skillsets	IT industry	Corporate Office, Mumbai	1
7	IT	Database Administrator & SQL Developer	<ul style="list-style-type: none"> • Managing and tracking successful database software Installation and Maintenance • Developing, managing, monitoring and maintaining data ETL and ELT jobs • Managing specialised data handling based on nature of data and security requirements • Developing, managing, monitoring and tracking database Backups and Recovery • Managing and administrating both on premise and Cloud databases and/or integrations within them • Devising, monitoring and tracking database and data access Security mechanism for company databases • Managing and controlling the Authentication and authorization of data from company databases • Responsible for Capacity Planning for any requirements related to data • Continuously monitoring database servers performance and security • Developing, testing, maintaining database schemas, objects, scripts as per system requirements and data import - export needs • Finding opportunity and performing database tuning • Troubleshooting any database related issues and solving if possible else engaging vendor to resolve the same. 	Bachelor's Degree, DB Administration, SQL Developers	Housing Finance / BFSI / NBFC Secured Loan workflow process	Corporate Office, Mumbai	1

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8	Legal	Junior Executive-Legal	<ul style="list-style-type: none"> • Support the scrutiny and approval process of advocate bills nationwide. • Handle recommendation letters from branch offices regarding advocate empanelment. • Scrutinize advocate bills for accuracy and adherence to company policies. • Collaborate with branch offices to gather necessary documentation for bill processing. • Ensure timely approval of bills to facilitate efficient payment to advocates. • Maintain records of bill processing and related documentation for audit purposes. • Strong analytical skills with attention to detail. • Excellent communication skills to interact with branch offices and advocates. • Ability to work efficiently under pressure and meet deadlines. • Proficiency in legal terminology and procedures. 	Degree in Commerce and Law (Eg. BCom. & LLB.)	NBFC/ HFC	Corporate Office, Mumbai	1
Total Vacancies							15