

## Associate / Sr. Associate - Operations

### Job Details

<b>Position Title:</b>	Associate / Sr. Associate – Operations
<b>Reports to:</b>	Director – Head – Operations & Administration
<b>Department:</b>	Admin and Operations
<b>Location:</b>	Chennai
<b>No. of positions:</b>	2

### Job Description:

The person will have to primarily assist day to day free flow of operations activities, covenant tracking and other assigned actives..

- Handling Pre & Post disbursement Documentation: Coordinating with the customers and handling documentations for Loan & capital market transactions.
- Compliance of Sanction Terms: Timely follow up and tracking the covenants based on the sanction terms and update & escalate where ever necessary
- Coordinating and Completion of Transaction Related Audit: Timely Coordination and completion of various audits for the Transactions with the originators and list of empanelled auditors with an eye on cost.
- Business process Intelligence / Re engineering: Driving process improvement initiatives on a continuous basis
- Liaise with Various Internal and External stake Holders: Adequacy of support and assistance by providing the required transaction related documents to internal and external stake holders in time to facilitate the required task timely
- MIS: Submission of the timely monthly MIS & adhoc reports based on the management requirements.

### Minimum Qualifications:

- U.G – Any Graduation
- P.G – Any Graduation with any Specialization

### Minimum Experience:

- 2 to 5 years of experience in NBFC, Banking Operations with Corporate Lending.

### Skills Required:

- Accurate and timely deliverables
- Driving process improvement initiatives on a continuous basis
- Strict adherence to the agreed timelines for the deliverables to various teams  
Adequacy of support and assistance all back office related support function in case of necessity
- Sound knowledge in Back office Operations with Corporate Lending, Analytical skills, Good computer skills, Development of Robust MIS