

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	Latest Resume to be submitted via email @ cv@gichf.com						
3	Kindly mention Role name in subject line while applying for job.						
4	Candidates, who have applied and have already been interviewed for GICHFL in previous 3 months, should do not apply again for this positions, since they wont be considered for this process.						
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 31st May 2024.						
8	The starting basic for Junior Executive role will be of Rs.20,785. The Total CTC will be about 4.89 LPA						
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	5
2	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	PAN India	Various

Sr. No.	Department	Role Name	Job Description	Qualification required	Industry experience required	Location	No. of Vacancies
3	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
4	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
5	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