



BOB Financial Solutions Limited (BFSL, formerly known as BOBCARDS Ltd.) is a wholly owned subsidiary of Bank of Baroda and a Non-Deposit Accepting Non-Banking Finance Company (NBFC). BFSL was established in the year 1994 to cater to the need of rapidly growing credit card industry in a focused manner. BFSL is one among the pioneers in Indian card market and was the first non-banking company in India to issue credit cards.

The Company's core business is credit card issuance and consumer lending. It also provides support to Bank of Baroda by carrying out its merchant acquiring operations and its debit cards operation for its overseas territories/ subsidiaries and sponsored RRBs. The Company is aiming to expand within Consumer Credit, Commercial Credit, Retail Credit, Capital Market Lending (loan against securities, IPO financing) and other Financial Services.

<b>Position</b>	<b>Asst. Manager – IT Infrastructure Management</b>
<b>Role &amp; Responsibilities</b>	<p><b>Key highlights of the role are listed below (purely indicative and not limiting):</b></p> <ul style="list-style-type: none"><li>• The assistant Manager -IT ( Asset/Mail ) will be responsible for the implementation /migration of Mailing Solution from Cloud to O365 for BFSL.</li><li>• Manage and monitor Mail/ Office 365 services and hybrid infrastructure.</li><li>• Document changes to the systems using change management best practices.</li><li>• Manage inventory, track, and audit IT assets.</li><li>• Ensure new Asset into the system and maintain records of all IT assets, Grant access to, provide assistance on, and update databases as required.</li><li>• Provide Help Desk support when not engaged in higher-priority IT asset management tasks and at other times at the direction of the Project Manager and/or client</li><li>• Maintain a good understanding of upcoming changes to the platforms to assist with user change management.</li><li>• Ensure service delivery meets the business requirements (based on defined SLAs).</li><li>• Deliver a consistent process for incident and problem escalation along with resolution in line with the sourcing governance framework.</li><li>• Champion the adoption of Office 365 services as appropriate for our business.</li><li>• Assist with the creation of policies around the proper use of Mail/Office 365 services and support.</li></ul>
<b>Job specific skills</b>	<ul style="list-style-type: none"><li>• 5+ years of relevant experience in IT infrastructure and 3 Years hands on at Office 365</li><li>• MCSE , Office 365 Certified</li><li>• Any Asset Management Tools</li><li>• Deep knowledge of Microsoft Exchange and it's interaction with Active</li></ul>

	<p>Directory.</p> <ul style="list-style-type: none"> <li>• Knowledge of Office 365 Teams/Groups/Video, Supporting Skype for Business and troubleshooting call quality issues.</li> <li>• Experience managing directory sync into Azure AD.</li> <li>• Supporting the sync and sharing of large volumes of data with OneDrive.</li> <li>• Advanced skills managing Office 365 using PowerShell.</li> <li>• Experience with Azure AD user management both for Office 365 and third-party services.</li> <li>• Exporting usage and licensing information through Office 365 reporting.</li> <li>• Understanding of firewall requirements needed for all Office 365 functions.</li> <li>• Deep understanding of supporting Office desktop applications.</li> <li>• Support of Office 365 mobile applications.</li> <li>• Strong business writing skills and verbal communication.</li> <li>• Ability to produce excellent work under multiple, tight deadlines</li> <li>• Motivated self-starter</li> </ul>
<b>Educational Qualification</b>	BE/Btech Or Graduate with Certification Like MCSE. Office 365 Certified Desirable
<b>Minimum Experience</b>	5 years of experience in IT Infrastructure (OS Management and strong in O365 )
<b>CTC offered</b>	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
<b>Location of posting</b>	Mumbai The candidate may be deputed to work with the team(s) within the organization / parent organization / any subsidiary of the parent organization if and as deemed necessary. Candidate is liable to be transferred to any other location in India
<b>Maximum Age on the last date of application</b>	40 Years
<b>Email to be sent to</b>	<a href="mailto:careers@bobfinancial.com">careers@bobfinancial.com</a> with subject as “Assistant Manager- IT Infrastructure Management”
<b>Website</b>	<a href="http://www.bobfinancial.com">www.bobfinancial.com</a>
<b>Contact Number</b>	+91 22 42068547
<b>Other Terms</b>	<ul style="list-style-type: none"> <li>• It may please be noted that company is not bound to call all the applicants for interview. Only shortlisted candidates will be called for interview</li> <li>• In case of any modification in advertisement shall be updated only in Website.</li> <li>• The above recruitment may be scrapped at any stage of recruitment process without assigning any reasons.</li> </ul>
<b>Last Date for application</b>	<b>1<sup>st</sup> November, 2018</b>

