



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 nonbanking 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.

Position	Asst. Manager / Manager – Secretary to MD
Role & Responsibilities	<p>This position of Secretary to MD is responsible to Managing Director in our company. The incumbent will be required to organise and maintain the executive's schedule and assist by performing a variety of administrative tasks.</p> <p>Secretary must be quick professional with great time-management and multitasking abilities. It is with their diligence and competence in their work that executives can focus on their managerial responsibilities without worrying for other tasks.</p> <p>The goal is to contribute to the efficiency of the overall business by ensuring all assigned administrative duties are carried on timely and efficiently</p> <p>The Role and responsibilities of this position include:</p> <ul style="list-style-type: none">• Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.• Attend meetings and keep minutes• Receive and screen phone calls and redirect them when appropriate• Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)• Make travel arrangements for executive's• Handle confidential documents ensuring they remain secure• Prepare invoices or financial statements and provide assistance in bookkeeping• Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders• Maintain electronic and paper records ensuring information is organized and easily accessible• Conduct research and prepare presentations or reports as assigned



Job specific skills	<ul style="list-style-type: none">• Proven experience as secretary to Higher Ranks• Proficient in MS Office• In depth knowledge of office management and as well as technical vocabulary of relevant industry• Familiarity with basic research methods and reporting techniques• Excellent organizational and time-management skills• Outstanding communication and negotiation abilities• Integrity and confidentiality• Degree in business administration or relative field
Educational Qualifications	<ul style="list-style-type: none">• Graduate / Postgraduate /MBA (Desirable)
Minimum Experience	5 years with Graduate Qualification preferably from Banking and Financial Services sector companies of repute.
CTC offered	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
Location of posting	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
Maximum Age on the last date of application	35 Years
Email to be sent to	careers@bobcards.com with subject as “ Asst. Manager/Manager – Secretary to MD ”
Website	www.bobfinancial.com
Contact Number	022 - 4206 8546
Other Terms	<ul style="list-style-type: none">• 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• In case of any modification in advertisement shall be updated only in Website.• The above recruitment may be scrapped at any stage of recruitment process without assigning any reasons.
Last Date for application	28th September 2018