

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	Manager- Administration
Role & Responsibilities	Oversees the support operations of the Company to ensure all aspects of the day to day office related activities are running smoothly. Managing internal customers satisfaction on all the above
Job specific skills	<ul style="list-style-type: none"> • Support implementation of all new real estate strategy • Identification, selection and ongoing governance of Facilities Management service provider • Managing all facility vendors including power backups, parking allotments, transportation support etc • Responsible for asset management including maintenance of physical asset register • Implementation of Business continuity and disaster recovery plan for the offices to ensure the safety of the employees as well as continuity of critical business processes especially those that are customer facing • End to end Responsibility for contract management of vendors for administration and housekeeping activities • Ensure prescribed level of safety and security in all the office premises as mandated by regulations / internal policies • Co-ordination with external stakeholders such a regulators , labor officer , safety inspector etc. for handling all regulatory related aspects with respect to facilities and administration • Responsible for event management, if any across all properties • Coordinating with other support functions such as HR, Compliance, Finance for managing their requirements
Educational Qualifications	Graduate (Post graduate will be preferable)



Minimum Experience	8 + years in similar Office Manager/ Administration Head role
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	40 Years as on date of receipt of Application
Email to be sent to	careers@bobfinancial.com with subject as “Manager – Administration”
Website	www.bobfinancial.com
Contact Number	022 - 4206 8547
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	24 th January 2019