



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	<b>Officer II / Assistant Manager - Human Resources</b>
Role & Responsibilities	<ul style="list-style-type: none"><li>• Key highlights of the role are listed below (purely indicative and not limiting):</li><li>• This position is responsible managing the day to day functioning of the department. The Role and responsibilities of this position include:</li><li>•</li><li>• Work with the AVP / VP – Human Resources in implementing the initiatives identified to foster engagement and culture within BFSL</li><li>• Work with the managers and employees in addressing day to day and routing HR requirements</li><li>• Manage the HR related data requirements for BFSL and assist the leadership and functions in providing the relevant data as required for Budgeting, planning and other initiatives as required</li><li>• Assist the Manager - Human resources in the onboarding process for new employees and exit process for leaving employees to facilitate a smooth transition within and out of the role</li><li>• Interface and day to day management with vendors, regulatory authorities and other external authorities to drive for training, HR compliance and Payroll Processing &amp; other activities</li></ul>
Job specific skills	Applicants should possess the following attributes: <ul style="list-style-type: none"><li>• Knowledge of HR competencies and skills</li><li>• Understanding of local human resources laws, legislation, and practices</li><li>• Ability to foster trust and cooperation in individuals</li><li>• Good communication skills and presentation skills</li></ul>



Educational Qualifications	Post-Graduation/MBA/PGDBM in Human Resources Management
Minimum Experience	3-5 years of experience in the HR function 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 as on date of receipt of Application
Email to be sent to	<a href="mailto:careers@bobfinancial.com">careers@bobfinancial.com</a> with subject as "Officer II / Asst. Manager – Human Resources
Website	<a href="http://www.bobfinancial.com">www.bobfinancial.com</a>
Contact Number	022 - 4206 8547
Other Terms	<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>
Last Date for application	24 <sup>th</sup> January 2019