

BOB Financial Solutions Limited (BFSL) (Formerly known as BOBCARDS Limited), is an NBFC (Non-banking Financial Company) established in 1994, which is a wholly owned subsidiary of Bank of Baroda. BFSL is currently in the business of Credit cards issuance, merchant acquisition and as Debit Card (Issuance & Reconciliation) on behalf of Bank of Baroda (Domestic & Overseas) & BOB Sponsored RRB. Now envisage doing business of Consumer Credit, Commercial Credit, Retail Credit and other Financial Services

Position	Officer II / Assistant Manager - Human Resources
Role & Responsibilities	<p>This position would include the mentioned set of responsibilities but not limited to</p> <ul style="list-style-type: none"> • Work with the AVP / VP – Human Resources in implementing the initiatives identified to foster engagement and culture within BFSL • Work with the managers and employees in addressing day to day and routing HR requirements • 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 • 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 • Interface and day to day management with vendors, regulatory authorities and other external authorities to drive for training, HR compliance and other activities
Job specific skills	<ul style="list-style-type: none"> • Knowledge of HR competencies and skills • Understanding of local human resources laws, legislation, and practices • Ability to foster trust and cooperation in individuals • Good communication skills and presentation skills
Educational Qualifications	Post-Graduation in Human Resources Management from a reputed institute in India / abroad.
Minimum Experience	4 - 7 + years of experience in the HR function preferably from Banking and Financial Services sector companies of repute.
Maximum Age	35 Years as on last date of receipt of application

CTC offered	Compensation is not a limiting factor for the right candidate
Location of posting	Mumbai/ Delhi/NCR 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.
Email to be sent to	Suitable and willing candidate may submit his/her profile on email recruitment@bobcards.com with subject line as Officer II / Asst Manager – Human Resources.
Last Date for receipt of applications	14th February 2018
Website	www.bobcards.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.
Date of Publication	23rd January 2018