

<u>Job Description – Area Coordinator</u>	
Department – Financial Inclusion	
Position	<u>Area Coordinator</u>
Position Purpose	Supervision of the BC's for monitoring and appointment.
Role & Responsibilities	<ul style="list-style-type: none"> • Appointment of BC's in the assigned area and replacement where the existing BC's are not functional. • Monitoring & controlling the activities of the assigned BC's in coordination with the link branch's and ensuring that the BC is active as per the desired parameters. • Educating and training the BC's about their roles & Responsibilities. • Visiting the allocated villages, conducting financial literacy sessions towards encouraging villagers / customers for availing banking services of the bank. • Ensuring redressal of grievances of customers / BC's and providing the feedback to the respective FI coordinator. • Ensure that the BC's are operational and available on daily basis, as mandated by the bank. • Ensuring that the transactions at the BC points are being done as per the prescribed norms/ guidelines and that no offline transactions are being done. • Ensuring that the BC is engaged in cross selling of the Banks's and third party products as also ensuring recovery of the bank's outstanding dues. • Ensuring that the details of the BC, Field officer as also the Dos & Don'ts are prominently displayed by the BC in his shop. • Coordinate and interact with the link branch, RO and the CBC and provide feedback on improvement areas of the BC, if any. Also Plan and organize camps in consultation with the branch / RO. • To monitor the performance of the BC's and to arrange for training programs on technical or operational updates from time to time. • Responsible for fixing the targets for the BC's and monitoring their performance against the same. Further they will also need to perform regular verification of Cash with the BC and submit the report to the State Head.
Job Specific skills	<ul style="list-style-type: none"> • Min 1-2 yrs. experience in Financial Inclusion preferred. • Experience in BC appointment and management preferred. • Experience in coordinating at Branch level of PSU banks desirable. • Experience in Cash Management at the BC level preferred. • Experience in Channel and team Management.
Educational Qualification	Graduate in any discipline
Minimum Experience	1-2 years
Location of posting	AP/Telangana, Uttar Pradesh, Delhi NCR, Madhya Pradesh, Maharashtra, Gujarat, Rajasthan, Karnataka, Kerala, Tamil Nadu, Orissa, Bihar & Jharkhand, West Bengal, Assam & NE, Punjab.