

<u>Job Description – (Collection FOS) Field & Calling</u>	
Position	Executive – Collection FOS (Field & Calling)
Position Purpose	Recovery of debt through physical visits to the customers of Bank of Baroda.
Role & Responsibilities	• The Collection FOS executive physically visits to the customer and is responsible for recovering the outstanding payment • The executive asks customers to make the online payment to the bank on the spot. • The Collection FOS executive also deals only with high profile customers of Bank Of Baroda via calls for recovery of outstanding amount
Job Specific skills	• Team player who can also function independently. • Excellent verbal & written communication skills. • Customer service oriented. • Knowledge of RBI & banking guidelines. • Determined to achieve targets. • Negotiation skills. • Convincing skills.
Educational Qualification	• Minimum HSC OR Graduation • DRA certified will be preferred • Basic knowledge of MS Office
Minimum Experience	Fresher OR minimum 6 months of experience in field collection role.
CTC offered	As per industry norms
Timings	10:00am to 4:00pm
Interview Venue	4 th Floor, Bank of Baroda, Indra Complex, Near Spandan Circle, Sindhvai Mata Road, Manjalpur, Vadodara, Gujarat.