



Memo No.: DSPMU/G/505/23

Date: 19/07/2023

PLACEMENT NOTICE

This to inform that Hinduja Housing Finance has partnered with Pod.ai for Campus recruitment and is looking to hire any **Graduate** or **Post-Graduate** student for the role of **Sales Officer**.

Overview of Job Opportunity:

Role	Sales Officer
Degree	Any Diploma/Graduate/Postgraduate
CTC	2.3 LPA + Incentives
Job Location	PAN India
Date of Joining	Immediately

Please Note:

- A candidate should have a keen interest in Field Sales.
- It is mandatory for a candidate to have a Two-Wheeler
- Having an authorized driving license is a must.
- Candidates should be well aware of their local language.
- Job location shall be given near/in their permanent state.

Interview Process:

- **Round 1:** Telephonic Screening
- **Round 2:** Personal Interview
 - The link for Registration is: <https://tinyurl.com/4wst9ubx>
 - The registration link closes at **6:00 PM on Thursday, 20th July 2023.**

Copy forwarded to:

1. All Head of the Departments/Directors/Coordinators
2. Dean, Student Welfare
3. Website In-Charge, for publishing on University Website.
4. P.A. to V.C. and Registrar for information to V.C. and R, DSPMU, Ranchi.

Sd/-
Registrar,
DSPM University, Ranchi.

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Job Description

Job Title/Grade: Sales Officer	Department: Business
Location:	Age group: 21- 28 yrs
Reporting To: Cluster Manager - Sales	Team Size:
Principal Accountabilities	<ol style="list-style-type: none"> 1. Identify sourcing contacts and network with such contacts for referral of leads from the following sources <ol style="list-style-type: none"> a. Officials in the Town Planning office / Panchayat Offices b. Small builders and contractors c. Civil Engineers / Planners / Draftsmen d. Hardware stores, dealers of building and construction materials such as cement, steel, aggregates, sand etc e. Local Masons / petty contractors f. Real estate and land developers g. Real estate brokers h. Officials in the sub-registrar office etc 2. Propagate our company and the schemes in all commercial , industrial, educational, service establishments and in the market in the location an carryout the following activities 3. Conduct events in the premises of such establishments 4. Distribution of brochures / pamphlets / promotional materials at identified establishments 5. Network with traders association / professional association etc for promoting the brand, get the members list and do promotional campaigns 6. Identify construction projects in the market through open market / direct market sourcing 7. Responsible for transactional sales, Operational, administrative/support activities for achieving the set targets / objectives. 8. Analyzing of business trends and target figures to formulate new strategies 9. Initial screening of the proposal – getting the application from the prospect and screening using the ‘Tab Application’; Communicate ‘in principle’ approval based on the customer selection criteria inbuilt in the ‘Tab Application’ 10. Coordinate with the Cluster Manager for proper appraisal of the proposal, complete the pre-sanction documentation, communicate formal approval of the proposal and collect processing fee from the customer

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	<p>11. Complete post-sanction documentation, coordinate for legal and technical evaluation, complete documentation and registration (including registration of mortgage on the property) and draw up loan disbursement schedule based on progress of construction</p> <p>12. Coordinate for technical visit to check progress in construction and complete disbursement</p> <p>13. Collection Follow-up</p> <ol style="list-style-type: none"> for pre-EMI collection during the construction stage until final disbursement for first EMI presentation and clearance for ECS / ACH bounces and collect the EMI within the same month from the bounce cases every month ensure there are no delinquencies in the location where delinquency is defined as over 30 DPD 	
<p>Person Profile</p>	<p>Educational Qualification</p>	<p>Any Degree/PG</p>
	<p>Experience</p>	<p>0-3 yrs</p>
	<p>Specific Skills</p>	<ul style="list-style-type: none"> • Strong presentation skills. • Ability to Organize, multitask, and work under pressure • Confidence in your own abilities. • High degree of self-motivation. • Passion for selling. • Personal ambition. • Resilience and persistence • Computer literacy, digital marketing understanding

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