**Job Description of Relationship Manager**

**Qualification Requirement:**

* Masters in Marketing, Banking, Finance or Commerce with minimum 2-3 years of relevant experience in a financial institution.

***Or***

* Bachelors in business studies with minimum 5-7 years of relevant experience in a financial institution.

**Skills:**

* Proficient in MS office products
* Knowledge and use of Internet browsers and the Internet.
* Good Communication Skills

**Expectation:**

* The purpose of the role is to build and manage rapport with corporate clients so as to ensure optimum customer acquisition &, retention.
* To develop a target pipeline and aggressively market for new profitable status customers from the identified target sectors.
* Manage key customer relationships through regular contacts and visits by ensuring the effective call program is maintained on all assigned and prospect customers.
* Obtaining information pertaining to company financials, project costs and general operations of clients via questionnaires.
* Coordination with clients and investors/FIs for ongoing Syndications, Debt Restructurings, Corporate Bonds issuance, Commercial Papers, Securitizations, and for other such transactions.
* Handling of financial institutions for obtaining necessary approvals for their participation in FCIBL’s syndications/TFC issues/Asset Backed Securitizations etc.
* Ensuring timely closure of any transaction as has been assigned for credit lending or investment banking.
* Negotiations and coordination with Transaction Lawyers, Evaluators & other vendors for obtaining Search Reports or for any other credit related documents.
* Coordination with regulators more particularly for TFCs, Securitizations’, Preference Shares or Commercial Papers issues.
* Visits for sites for inventory inspection/factory visits/customer meetings etc
* Willingness to travel

Competitive package with fringe benefits will be offered. Interested candidates should submit their CVs along with recent passport size photograph marking the aforesaid position.