

JOB TITLE	REPORTS TO
Agency Manager	Collection Manager
<b>JOB ROLE</b>	
<ul style="list-style-type: none"> <li># To ensure collection targets defined and set are met by the Agency</li> <li># Handling Agency - on allocated pool of delinquent portfolio</li> <li># Ensuring compliance by agency on Mobile App update</li> <li># Ensuring proper tracking of E-receipts and Money deposition by the Agency</li> <li># Facilitating - route planning and data analysis for Optimizing productivity of Field resources</li> <li># Planning milestones and driving the Agency towards achieving the targets</li> <li># I card management - Mob App related issues, Allocation and Billing Tracking</li> <li># Ensuring 100% visits on allocated cases and trail updates on Mobile App</li> <li># To highlight any fraud cases to FCU in time</li> </ul>	
<b>KEY RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li># Managing the Agencies Effectively</li> <li># Ensuring compliance on prcesss and audit front</li> <li># To ensure agency billing is closed on time</li> <li># To ensure allocation &amp; visits as well as collection &amp; deposition is done as per the process laid down</li> <li># To manage the portfolio by lowering the delinquency and increasing collections by staying within the costs</li> </ul>	
<b>SKILLS REQUIRED</b>	
<ul style="list-style-type: none"> <li># High level of self drive &amp; commitment</li> <li># Good Communication and pleasing personality</li> <li># Good in data management and collections concepts</li> </ul>	