

**HOUSE BUILDING FINANCE COMPANY LIMITED****Excellent Career Opportunities**

House Building Finance Company Limited (HBFC) specializes in one of the fastest growing segments of the economy, i.e. housing finance. As one of the oldest housing finance institutions in Pakistan, HBFC enjoys a unique and dominant position. In line with the Company's corporate strategy and human capital planning, we are looking to hire exceptional and talented professionals for the following **contractual positions**. If you possess the drive to excel in a dynamic work environment and are looking to drive a key national & strategic initiative, then we are looking for you.

1. Manager – Recovery (Faisalabad, Multan & Sahiwal - 03 Position)

Qualification: Masters / 4-Year Bachelor's degree in Business Administration/Public Administration, Finance, Accounting, Commerce, Economics or related field from HEC recognized institutions.

Age & Experience:

Age (max)	Minimum Relevant Experience (Post Qualification)
40 years (As of last date of submission of application)	5 years (As of last date of submission of application)

Job Responsibilities

- Responsible for the reduction and recovery of Non-Performing Loans portfolio across the company in accordance with policy, in a timely manner and in coordination with relevant departments.
- Provide support to high ups in decision making and provide policy guidelines to field functionaries to make recoveries/ settlements / re-scheduling from default non-performing loans (NPLs) under various schemes enforcing securities under the covenant of Recovery Ordinance-2001 / filing recovery suit etc.
- Monitor the performance of recovery collectors in achieving Recovery targets.
- Assist supervisor in progress of overall recovery performance of the Company in new schemes through an effective plan / strategy for realizing the stuck-up loans from the defaulters.
- Prepare separate result oriented strategy for all categories of NPLs and implement them successfully.
- Provide guidance to recovery collectors for achieving their targets of recovery of non-performing loans (NPLs).
- Coordinate with Legal department for effective handling of legal issues / matters.
- Meet / visit high value clients to recover stuck up loan amount.
- Propose required trainings for recovery collectors.
- Ensure timely preparation of various recovery reports.
- Organize and facilitate workflow to ensure maximum efficiency.
- Any other task as assigned by the supervisor.

Competencies

- Good Communication, Presentation, & Interpersonal Skills
- Good Research Writing, Data Analysis, & Decision-Making Skills
- Expertise in MS Office

Compensation

Market-based compensation package commensurate with qualification and experience will be offered to the selected candidates.

Application Procedure

Interested candidates meeting the given eligibility criteria are required to submit online application at www.hbfc.com.pk

Application Deadline is September 29, 2021

Note: For job description and competencies of above positions, please visit HBFC website.

*Only short-listed candidates shall be contacted. Incomplete applications or applications received after the last date shall not be entertained. **Female candidates are strongly encouraged to apply.***

Misinformation and/or any attempt to influence the selection process will be considered a definite disqualification at any stage of the process for current as well as for all future recruitments in HBFC even if the candidate is otherwise qualified.

Head HRD,
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