



Department	Forex Department
Location	Navi Mumbai / Mumbai
Designation	Asst. Gen. Manager / Chief Manager
No. of Posts	1
Qualification	<p>i) Bachelor's Degree from Govt. recognized University</p> <p><u>Preferred Qualification:</u></p> <p>ii) Certification in Foreign Exchange related courses through IIBF / any other reputed institute</p>
Experience	Preferably min. 5 - 7years experience in reputed Co-operative / Nationalised / Private Bank / SFB or Financial Institution in relevant Foreign Exchange department
Age	Preferably below 50 years , however relaxation may be allowed for deserving case.
Probation	Candidate selected shall be on probation for period of 1 year from date of joining of bank.
Duties & Responsibility	<p>i) Controlling all the functions & activities of Foreign Exchange Dept.</p> <p>ii) Service FX trade related queries & requirements of clients at branches</p> <p>iii) Strict Compliance of RBI guidelines on SWIFT operations</p> <p>iv) Imparting training & knowledge to staff at branches for enhancing customer service</p> <p>v) Timely submissions of periodical returns / statements to RBI, Head Office and any other regulatory authorities</p> <p>vi) Liasing with NOSTRO accounts for smooth interconnected operations.</p> <p>vii) Attending to the Auditors for due compliance of any observations.</p> <p>viii) Framing / Reviewing of Forex Policies such as Foreign Exchange Business Policy, Import/Export Finance Policy.</p> <p>ix) Issuance of L/C, Discounting of Bills etc.</p>
Core Competency	<p>i) Thorough knowledge of Forex trend and analysis of market position.</p> <p>ii) Candidate to have robust understanding of current RBI instructions, guidelines and amendments issued by FEDAI, FEMA authorities and demonstrate the experience effectively.</p>

*** Selection of candidate will be based on past experience & performance in interview.**