

Position Details:

- **Designation:** Assistant Banking Manager
- **Location:** Andheri, Mumbai
- **Reporting To:** Finance Head
- **Salary Budget:** Up to ₹50,000 per month
- **Working Days:** 6 days a week, with alternate Saturdays off

Job Overview

We are looking for an experienced and motivated professional to coordinate banking operations, financial documentation, due diligence, and compliance-related activities, ensuring smooth and efficient financial and administrative processes.

Key Responsibilities

- Supervise and coordinate executives handling centre-related queries, card machines, cash handling, and petty cash management.
- Oversee incoming and outgoing payments, including maintenance bills, utilities, rent, HR payroll, statutory payments, vendor payments, and project-related expenses.
- Manage banking operations, including account openings, card machines, cash transactions, foreign remittances, cheque books, fixed deposits, and loan processing.
- Maintain banking and compliance documentation, including Company Secretary (CS) files, ROC documents, due diligence files, minutes books, statutory registers, and share certificates.
- Maintain and update MOUs, trackers, and related records.
- Supervise payment processing and ensure timely and accurate transactions.
- Coordinate with internal teams and banking partners to resolve operational issues.
- Handle additional responsibilities assigned by senior management.

Qualifications and Requirements

- Graduate in Commerce, Finance, Banking, or a related field.
- Relevant experience in banking operations, financial administration, or a similar managerial role.

- Strong knowledge of banking operations, payment processing, compliance, and documentation management.
- Good leadership, team coordination, communication, and organizational skills.
- High attention to detail and the ability to multitask and work independently.

Please share your resume at: contact@pmspl.net.in