

Designation: Assistant Manager – Banking Operations

Location: Andheri Corporate Office

CTC: Up to ₹7 LPA

Working Days: 6 days a week with 2 & 4 Saturday week-off

Job Overview:

We are looking for an experienced and motivated professional to coordinate with executive staff and manage documentation and operational activities related to banking, due diligence, and compliance. The role involves ensuring smooth administrative and financial operations across the organization.

Key Responsibilities:

- * Handle banking operations, including account opening, card machines, cash operations, cheque books, fixed deposits, loan processing, and foreign remittances.
- * Coordinate vendor and statutory payments, including utilities, rent, payroll, supplier payments, and project-related expenses.
- * Manage banking and compliance documentation, including ROC documents, due diligence files, minutes books, registers, share certificates, and CS department records.
- * Supervise petty cash, cash handling, and payment processing.
- * Maintain MOUs, trackers, and other operational records.
- * Coordinate with internal teams and banks to ensure smooth day-to-day operations.

Preferred Candidate Profile:

- * 5–8 years of experience in administration, banking coordination, finance operations, or compliance.
- * Experience handling banking documentation, payment processing, vendor coordination, and corporate documentation.
- * Strong communication, coordination, and MS Excel skills.
- * Candidates from hospital, healthcare, corporate office, pharma, manufacturing, or similar industries will be preferred.

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

