

<b>Position Vacant</b>	<b>Executive – Retail Back Office Operations - DP</b>
Job Description / Responsibilities	<ul style="list-style-type: none"> <li>Hands on experience of handling DP Operations and Merger of Depositories. He should be well conversant and adaptable to regulatory changes and new product lines.</li> </ul> <p>Roles &amp; Responsibilities:</p> <p>Business :</p> <ul style="list-style-type: none"> <li>Depository Master and Transactions file import/ export for Back office software maintenance.</li> <li>Execution of DP transactions for Pay-in / Pay-out obligations/ Margin Pledge / Repledge process/ Collateral Management.</li> <li>Handling Clients Master modification requests in DP back office and Depository System as Maker Level.</li> <li>Ensuring that the transactions are processed within TAT.</li> <li>Account opening of all client categories such as Individual including NRI and Non-Individuals (Corporate, LLP, Partnership, HUF etc.) in various segments for seamless trading within regulatory frame work.</li> <li>Ensuring compliance while processing DIS Instructions / Physical Instructions.</li> <li>Proficient in Microsoft Excel and Word.</li> <li>Preparation of Daily MIS reports of daily processes, Maintaining checklists and Resolution of queries within specified TAT.</li> </ul>
Job specific skills	<p>Applicants should have –</p> <ul style="list-style-type: none"> <li>Previous experience in Broking (Depositories) industry is required.</li> <li>Excellent verbal and written communication skills</li> <li>Microsoft Office prowess</li> <li>Basic knowledge of document management laws and regulations.</li> <li>Excellent organizational skills and attention to detail</li> <li>Ability to work independently and a desire to learn</li> <li>The ability to multitask and manage multiple priorities.</li> <li>Self-motivated and a strong team player.</li> <li>Team Management.</li> </ul>
Educational Qualification	Graduate from recognized Universities in India.
Minimum Experience	2-3 years minimum

CTC OFFERED	Compensation will not be a limiting factor for the right candidate and will be discussed on a case-by-case basis.
Location of posting	Mumbai  The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.
How to apply	Applications should be submitted on our email <a href="mailto:careers@bobcaps.in">careers@bobcaps.in</a>  Please mention " <b>Executive – Retail Back Office Operations - DP</b> " in the subject. Applications with any other subject will not be accepted.
Website	<a href="http://www.bobcaps.in">www.bobcaps.in</a>
Contact Person	Ms. Trilby Dmonte
Contact No.	022 – 61389300
Last Date for application by email	January 22, 2023