



## REPCO HOME FINANCE LTD

(Promoted by REPCO Bank - Govt of India Enterprises)

Corporate Office: 3<sup>rd</sup> Floor, Alexander Square,

New No: 2(Old No 34&35) Sardar Patel Road, Guindy, Chennai - 600032

PH: 044 42106650 HRD PH: 9962235359,7823942864

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Repco Home Finance Limited (RHFL) established in the year 2000, a housing finance company (HFCs), registered with National Housing Bank and regulated by Reserve Bank of India is inviting applications for **RECRUITMENT OF MANAGEMENT INFORMATION SYSTEM OFFICER.**

**Post Code: MIS OFFICER – JULY 2025**

**Position:** Manager/Senior Manager

**Location:** Chennai – Corporate Office

**Profile:** The MIS Manager is responsible for managing and developing the organization's Management Information System (MIS) to support strategic and operational decision-making. This role involves overseeing data collection, reporting, analytics, dashboard management, and ensuring the integrity and security of business-critical information systems. The MIS Manager plays a key role in optimizing processes, improving productivity, and providing timely and accurate reports to management.

**Eligibility:**

**For Managers:**

1. Age not exceeding 35 years as on 01-07-2025 (relaxation generally up to 42 years of age can be considered based on commensurate, relevant prior experience for deserving cases based on Management discretion).
2. Minimum 7 years of experience (for age not exceeding 35 years) in with ERP or CRM systems is a plus (e.g., SAP, Oracle, Sales force).
3. Presently holding a role in the cadre now equivalent to or not lower than that of Assistant Manager/Deputy Manager cadre.

**For Senior Managers:**

1. Age not exceeding 36 years as on 01-07-2024 (relaxation generally up to 45 years of age can be considered based on commensurate, relevant prior experience for deserving cases based on Management discretion).
2. Minimum 8 years of experience (for age not exceeding 36 years) in Housing Finance/ Retail Lending/ Marketing of Financial products (Home Loan)/ branch operations in HFCs/ NBFCs/ Banks. For further age relaxation, commensurate additional experience would be required.
3. Presently holding a role in the cadre now equivalent to or not lower than that of Manager cadre.

### Desired Profile:

1. Candidate must be a Bachelor's degree in Computer Science, Information Systems, or a related field from a recognized university. Post-graduation & professional qualification shall be given additional weightage.
2. Candidates have to specify in the Bio Data form for which position they are applying (Manager/Senior Manager) followed by the desired location.
3. Candidate should have proficiency in Advanced Excel and Data Analytics.
4. Early joining will be preferred.
5. For recruitment in all cadres, external candidates applying, having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.
6. No requests for transfer would be considered for a period of 3 years.
7. Candidates terminated by any previous employers are not eligible to apply.
8. RHFL Internal candidates are not eligible to apply.

### Job Description:

- Developing and maintaining dashboards, reports, and data visualizations for management.
- Generating accurate and timely daily, weekly, and monthly reports.
- Ensuring data accuracy, integrity, and consistency across systems.
- Coordinating with departments to understand reporting requirements and deliver customized reports.
- Automating repetitive reporting tasks using tools like Excel VBA, Power BI, or SQL.
- Managing and maintaining MIS databases and systems, including access controls and data security.
- Supporting audits and compliance by providing necessary reports and documentation.
- Identifying gaps in data flow and improving existing MIS processes for efficiency.
- Leading or supporting implementation of new MIS tools or upgrades in coordination with IT teams.
- Training team members and users on MIS tools and reporting procedures.
- Supervising MIS executives or analysts and ensuring timely task completion.
- Monitoring performance metrics and providing insights for business improvement.

### Key Competencies Required

- Strong data analysis and interpretation skills to convert raw data into meaningful business insights.
- Proficiency in Microsoft Excel, including advanced features like pivot tables, formulas, macros, and VBA.
- Experience with business intelligence and reporting tools such as Power BI, Tableau, or similar platforms.
- Good knowledge of SQL and database management to extract, organize, and manage data effectively.
- High attention to detail to ensure data accuracy and consistency in all reports and dashboards.

- Effective problem-solving skills to identify data issues, gaps, or inefficiencies and implement corrective actions
- Clear and concise communication skills to present technical data to non-technical stakeholders and collaborate across departments.
- A continuous improvement mindset to streamline reporting processes and enhance overall MIS operations.
- Strong time management abilities to handle multiple tasks, prioritize work, and meet strict reporting deadlines.
- Good understanding of business processes and KPIs to ensure MIS activities align with organizational goals.
- Awareness of data privacy, security policies, and compliance standards to maintain data integrity and confidentiality.
- Basic project management skills to support or lead the implementation and enhancement of MIS tools and systems.
- Leadership qualities and mentoring skills, especially in managerial roles, to guide and support junior MIS team members.
- Strong verbal and written communication skills.
- Good interpersonal skills with the ability to work collaboratively with clients and team members.
- Candidate should have proficiency in Advanced Excel and Data Analytics.
- Professionalism and ethical conduct in all dealings.
- Good communication skill - verbal and written
- Interpersonal skill, leadership qualities and team management

**Pay & Perquisites :** Based on Current CTC + Attractive incentives.

**PROBATION :** 1 year

**How to Apply:**

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable and with detailed CV). Applications shall be sent by email/post/courier. Applications sent without the Bio Data format will not be considered.

**Applications through email or in a sealed envelope super-scribing the “Application for RECRUITMENT – MIS OFFICER – JULY 2025 shall be forwarded to the address as given below to reach the addressee on or before 5 pm on JULY 05, 2025:**

**By Post/ Courier to:**

The DGM (HR)  
 Repco Home Finance Limited  
 3rd Floor, Alexander Square  
 New No. 2/Old No. 34 & 35

or

**By mail to:**

recruitment@repcohome.com  
 (With scanned Bio Data format and detailed CV)

Sardar Patel Road, Guindy  
Chennai- 600 032.  
Contact Number: 99622 35359

Applications received after due date and without prescribed Bio Data format or through any other mode/ by hand except by post/ courier will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The date & venue & mode of the same will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to accept/reject any/all applications and/ or modify any of the eligibility conditions without assigning any reason or even abandon the recruitment process. The Company also reserves the right to offer suitable cadre/emoluments to candidates as per its own discretion depending on profile, past experience and performance in the selection process etc. No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

*For eligible candidates of Repco Group of Companies, NOC from the Competent Authority has to be obtained before applying for the above position.*

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