# Job Format:

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| **Position Vacant** | PAN India Head – Operations - Male Only  Location- Pune/ Bangalore | |
| **Organization Name** | Aarusha Homes Pvt. Ltd. | |
| **Company Profile**  (Industry, Size, Products/Services, Standing in India/World etc.) | Aarusha provides safe, well-priced, high value rental housing solutions to migrants in urban India. We are the largest hostel management company in the country. | |
| **UG Qualification**  **PG Qualification** | BA/B.Sc /BA/B.Com/ MSW/ MA / MBA | |
| **Job Description / Responsibilities** | * To ensure profitability of each Location in his purview as per the budget- Pune, Bangalore, Hyderabad & Chennai * Maintains consistent occupancy at all the city level- Pune, Bangalore, Hyderabad & Chennai * Ensures that collections in all hostels under his purview are completed by the 12th of the month * Ensures that the customers are provided exceptional service – Maintenance Handling.- Food, Housekeeping & Other Maintenance Issues. * Strategizes operations in conjunction with the COO & CEO * Business Development & Marketing Strategies to have corporate tie up and in turn to increase the revenue/ Occupancy City Wise. * Plan the Operations & Marketing Strategies with the City Head * Complaint Handling and Customer Interaction. * Monitoring the conversions of queries though direct and Web portals. * Ensures that the Standard Operating Procedures are in place and followed * Audits the hostels periodically on services, cleanliness and SOP implementation * Provides guidance to the City Head in the overall running of the hostel and customer service * Maintains relationship with institutions/organizations and people for continuous business * Vendor Management | |
| **Desired profile of the candidate** | **Qualifications / Required Knowledge, Skills, and Abilities:**   * Working knowledge in MS Office, especially MS Word and Excel – should be good at making reports in excel. * Excellent Customer Service & Customer Interaction skills * Should speak & write English & speak Hindi fluently * Should be able to drive a two wheeler and hold valid permanent license * Pleasant personality and good interpersonal skills   **Required Education and Experience:**  BA/B.Sc in Hotel Management with 5 to 7 years experience in Front Office or Food & Beverage Operations. Age upto 30. | |
| **Desired work experience** *(min. to max. years)*: | Above 11 years | |
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| **Location of posting** | Pune or Bangalore  Aarusha Homes Pvt Ltd | |
| **Salary** | Rs 50,000- 80,000 CTC Per Month | |
| **Contact Information:** |
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| Head of HR | Raghunandan |
| Phone | 9686679944 |
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| Company’s URL | www.aarusha.com |