# Job Format:

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| **Position Vacant**  | PAN India Head – Operations - Male OnlyLocation- 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
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| **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 BangaloreAarusha 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 |