

<b>Position Vacant</b>	<b>Assistant Manager – Operations/ Cluster Manager – Operations- Chennai Location- Male Only</b>
<b>Organization Name</b>	Aarusha Homes Pvt. Ltd.
<b>Company Profile</b> (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.
<b>UG Qualification</b> <b>PG Qualification</b>	BA/B.Sc /BA/B.Com/ MSW/ MA
<b>Job Description / Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assists City Head to ensure profitability of each hostel in his purview as per the budget</li> <li>• Maintains consistent occupancy at the city level</li> <li>• Ensures that collections in all hostels under his purview are completed by the 12<sup>th</sup> of the month</li> <li>• Ensures that the customers are provided exceptional service</li> <li>• Strategizes operations in conjunction with the City Head</li> <li>• Meets regularly with customers to address their concerns &amp; needs</li> <li>• Ensures that the Standard Operating Procedures are in place and followed</li> <li>• Audits the hostels periodically on services, cleanliness and SOP implementation</li> <li>• Provides guidance to the Hostel Executives in the overall running of the hostel and customer service</li> <li>• Maintains relationship with institutions/organizations and people for continuous business</li> <li>• Vendor Management</li> </ul>
<b>Desired profile of the candidate</b>	<b>Qualifications / Required Knowledge, Skills, and Abilities:</b> <ul style="list-style-type: none"> <li>• Working knowledge in MS Office, especially MS Word and Excel – should be good at making reports in excel.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent Customer Service &amp; Customer Interaction skills</li> <li>• Should belong to Pune</li> <li>• Should speak &amp; write English &amp; speak Hindi</li> <li>• Should be able to drive a two wheeler and hold valid permanent license</li> <li>• Pleasant personality and good interpersonal skills</li> </ul> <p><b>Required Education and Experience:</b> BA/B.Sc in Hotel Management with 5 to 7 years experience in Front Office or Food &amp; Beverage Operations. Age upto 30.</p>	
<b>Desired work experience (min. to max. years):</b>	5 to 7 years	
<b>Location of posting</b>	Bangalore/Pune/Hyderabad/Chennai	
<b>Contact Information:</b>	Address	Aarusha Homes, # 217 8 <sup>th</sup> E Main, 1 <sup>st</sup> Block HRBR Layout, Kalyan Nagar Landmark: Near Maxwell Public School/ Ganesha Temple. Bangalore - 43
	Company's URL	www.aarusha.com