



भारतीय प्रबंध संस्थान कोषिकोड
INDIAN INSTITUTE OF MANAGEMENT KOZHICODE
IIM Kozhikode Campus P.O., Kunnamangalam, Kozhikode 673570
Tel: 0495 2809160/ 366

RECRUITMENT OF HOUSEKEEPING & GUEST RELATIONS SUPERVISOR ON CONTRACT

Notification No. C-29/2023-IIMK.HR

Applications are invited for the contractual positions of Housekeeping and Guest Relations Supervisor at Indian Institute of Management Kozhikode.

Position	HOUSEKEEPING & GUEST RELATIONS SUPERVISOR
Maximum Age Limit	40 years
Consolidated Monthly Remuneration	Rs. 20,300 (Consolidated)
Essential Qualification & Experience	<p>Diploma/Graduation in Hospitality Management or any Graduate with relevant experience in Housekeeping and Guest Relations. Preferably having 3 years prior Hotel Housekeeping experience along with desired work experience in Front office & Guest Relations.</p> <p><i>In addition, the candidates should be proficient in</i></p> <p>(i) MS-Office and Internet usage. (ii) Good Communication skills in <u>English, Hindi and Malayalam.</u> (iii) Ability to multi-task & Prioritize.</p>
Job Profile	<ul style="list-style-type: none">• The role entails responsibility of managing the Housekeeping activities of Management Development Centre.• Schedules duties, such as heavy cleaning, mattress rotation, etc.• Inspects premises, guest rooms, linen rooms, and public areas to assure employees maintain the property with superior standards of housekeeping.• Ensuring the maintenance of inventory of guest and housekeeping supplies and linen.• Creates a service environment focused on the guest, with a passion for high standards in cleanliness. Ensuring prompt response to customer needs.• Identifies and resolves problems in a timely manner and develops alternative solutions.• Ensuring the maintenance of lost and found items.• Handling telephone calls, general enquiries etc.• Managing guest/dignitaries moments in the reception of admin wing which includes welcoming and guiding guests/ dignitaries.• Co-ordinate external customer requirements with departments/offices/organize meeting.• The candidate should be willing to work beyond office hours as and when required.
Date & Time of Interview	To be announced



General Information and Conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in> latest by **5:00 pm of 08-06-2023**. In case of any technical difficulty candidates are advised to contact cc@iimk.ac.in or hr@iimk.ac.in
2. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding change of interview schedule, if any.
4. The engagement to the above position will purely be on contract basis for a period of Five years. The contract would be for six months at a time and subsequent periods of engagement would be for further six months duration each, as per performance.
5. Based on details submitted in the application, Academic & professional profiles submitted by the candidates will be shortlisted for selection process and interview.
6. Eligible applications would be screened and only shortlisted candidates will be interviewed at IIMK Campus. Time slots will be communicated by e-mail.
7. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
8. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
9. Decision of the Director, IIMK regarding the selection shall be final.

Last date for online application is 5:00 p.m. of 08-06-2023.

Dated: 08-05-2023



J. J. J.
08/05/2023
for
In Charge HR Office