



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

**RECRUITMENT OF GUEST SERVICE ASSOCIATE ON CONTRACT**

**Notification No. C-02/2023-IIMK.HR**

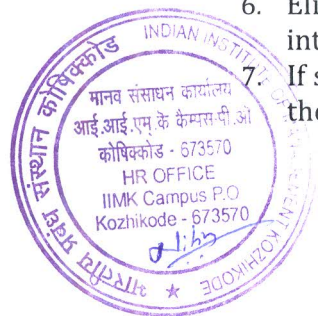
Applications are invited for the contractual positions of Guest Service Associate at Indian Institute of Management Kozhikode.

<b>Position</b>	<b>GUEST SERVICE ASSOCIATE</b>
<b>Maximum Age Limit</b>	35 years
<b>Consolidated Monthly Remuneration</b>	Rs. 24,300/- (including Rs.300/- towards telephone allowance)
<b>Essential Qualification &amp; Experience</b>	Graduation in Hospitality Management with minimum three years of relevant experience in manning front office and Housekeeping.  <i>In addition, the candidates should be proficient in</i>  (i) MS-Office and Internet usage (ii) Good Communication skills in English, Hindi and Malayalam.
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• The role entails responsibility of managing the day-to-day activities of front office.</li><li>• Handling telephone calls, general enquiries etc.</li><li>• Managing guest/dignitaries moments in the reception which includes welcoming and guiding guests/ dignitaries.</li><li>• Co-ordinate external customer requirements with departments/offices/organize meeting.</li><li>• The candidate should be willing to work beyond office hours as and when required</li></ul>
<b>Date &amp; Time of Interview</b>	<b>To be announced</b>

**General Information and Conditions:**

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by **5:00 pm of 07-02-2023**.
  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 an initial period of six months. Further extensions will be subject to job requirements and 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.
- If selected, engagement will be subject to verification of all certificates and experience at the time of joining.

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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 07-02-2023.**

Dated: 09-01-2023

*Nitin*  
09/01/2023  
for In Charge HR Office

