



भारतीय प्रबंध संस्थान कोषिकोड

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

RECRUITMENT OF RECEPTIONIST (GUEST SERVICE ASSOCIATE) ON CONTRACT
Notification No. C-25/2023-IIMK.HR

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

Position	RECEPTIONIST (GUEST SERVICE ASSOCIATE)
Maximum Age Limit	35 years
Consolidated Monthly Remuneration	Rs. 18,300-Rs.20,300 (Consolidated-to be fixed based on experience)
Essential Qualification & Experience	a) Diploma/Graduation in Hospitality Management with relevant experience in manning front office and Housekeeping is preferred. Freshers can also apply. OR b) Graduation with relevant experience in call centers/ as Receptionist in Hotel industry. <i>In addition, the candidates should be proficient in</i> (i) MS-Office and Internet usage (ii) Good Communication skills in <u>English, Hindi and Malayalam</u> .
Job Profile	<ul style="list-style-type: none">• The role entails responsibility of managing the day-to-day activities of front office.• Handling telephone calls, general enquiries etc.• Managing guest/dignitaries moments in the reception 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• Looking after House Keeping aspects of MDC.
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 26-04-2023**. 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 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.

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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 26-04-2023.

Dated: 27-03-2023

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27/03/2023
In Charge HR Office
for

