

Job description for Front Office Executive/Receptionist at Guest House –IITGN

IIT Gandhinagar invites applications for the post of Front Office Executive/Receptionist on Contract (purely temporary) basis. Details of post, eligibility criteria, qualifications etc are given below:

Post	Front Office Executive/Receptionist
Age	Below 40 Years
Qualification and Experience	<ol style="list-style-type: none">1. Bachelors degree in Hotel Management/ Hospitality/ Business Administration or Three year diploma in Hotel Management.2. Two years experience of managing Guests/Visitors/logistical operations of a reputed organization/Institute.3. Excellent written and verbal communication skills with knowledge of computer office applications.4. One year hands on working experience at supervisory level of Large Guest House/Hotel operations (at least 50 or more rooms property with allied services) is desirable.
Job Responsibilities	<ol style="list-style-type: none">1. Take reservations for official visitors, guests etc as per Institute's requirements.2. To assist in Guest House operations like up keeping & maintenance, caretaking, catering, inventory management, billing, accommodation operations etc and other miscellaneous duties related to Guest House.3. Other duties as assigned from time to time
Selection	Test and /or Interview
Salary	Rs. 25,000- 30,000/-(consolidated) per month depending upon the experience, qualification etc
Contract Period	One year
Last date to apply	08 July 2022

General Instructions

1. The position is purely temporary and contractual.
2. The last date for applying online is 08.07.2022. No applications will be entertained thereafter. Only online applications will be considered.
3. Applicant should upload self-attested copies of certificates in support of their qualification, experience, pay drawn details and age. Original certificates should be produced at the time of selection process as well as while joining.

4. Applicant is required to upload certificate/s in support of minimum required experience in proper format i.e. it should be on the letter head of the organization bearing the date of issue, specific period of work, designation, pay drawn each position, duly certified by the concerned issuing authority.
5. The candidate should be able to speak and write both in English and Hindi and fluency in English is essential for the post.
6. The eligibility of a candidate with regard to qualification, experience and age shall be calculated/considered with reference to last date for receipt of applications.
7. For candidates with exceptional work experience, related and allied academic qualifications may also be considered.
8. The selected candidate(s) would be ready to work on different shifts and weekends/holidays on a rotation basis.
9. The selected candidate will not have any legal right to claim his/her regularization/appointment by absorption or otherwise against any regular posts or any other contractual engagement on termination of the contract.
10. Institute reserves the right to fill up the post, not to fill up the post or cancel the advertisement in whole or partly without assigning any reason and to waive/relax any conditions of the advertisement. The Institute will also reserve the right to place a reasonable limit on the total number of candidates to be called for test and/or interview. The decision of the Institute in this regard will be final.
11. No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.
12. For a query related to submission of on-line application you may send an email on hospitality@iitgn.ac.in.
13. Candidates are advised to mention their correct and active email address in the application, as all the correspondence will be communicated through email only.
14. Candidates possessing the requisite qualification and experience may apply online [HERE](#).