**Fraser Suites, New Delhi**

**(A unit of IFCI Infrastructure Development Limited)**

CIN: U45400DL2007GOI169232

Plot No. 4 A District Centre

Mayur Vihar Phase -1 New Delhi-110091

Tel: +91 11 47668888, DID: +91 11 47668899 Fax: +91 11 43837777

 Website: delhi.frasershospitality.com, www.frasershospitality.com

***Fraser Suites*** (gold standard property) at Mayur Vihar, New Delhi, a hospitality unit of IFCI Infrastructure Development Ltd. (a wholly owned subsidiary of IFCI Ltd.), managed by internationally known iconic luxury hotel chain ***Frasers Hospitality*** invites applications for following positions. The Interested and eligible candidates may send their applications at careers.newdelhi@frasershospitality.com or send their resumes (with name of the position applied) at the address mentioned below.

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| **Sl.** | **Post** | **Eligibility** | **Age** | **Experience** | **Pay / CTC (Per Month)** | **No. of Vacancies** |
| **No.** |
| **1.** | Director of Sales | Bachelor in Hotel Management / MBA from recognized institute or University. | Not more than 45 years as on closing date | Minimum 10 years in Sales in Hospitality Sector | CTC: Fixed Upto 1,20,000+Annual Incentive subject to performance | 1 |
| **2.** | Assistant Manager Sales | Bachelor’s degree in any discipline(Preference will be given to candidate with Degree/Diploma in Hotel Management) | Not more than 35 years as on closing date | Minimum 4 years in Marketing/Sales in Hotel/Hospital/Office Space | CTC-Upto 40,000+Annual Incentive subject to performance  | 2 |
| **3.** | Sales Executive | Bachelor’s degree / Hotel Management (Degree/ Diploma) | Not more than 35 years as on closing date | Minimum 1 year in Marketing/Sales in Hotel/Hospital/office space   | CTC-upto 25000/-+Annual Incentive subject to performance  | 1 |
| 4. | Client Relation Executive | Bachelor’s Degree / Hotel Management (degree or Diploma or Other relevant courses) | Not more than 35 years as on closing date | Freshers may apply (Preference will be given to experience in Front office/Marketing/Sales in Hotel/Hospital/office space)  | CTC-Upto 21,000/- | 2 |
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**General Manager**

**Fraser Suites New Delhi**

Plot No. 4 A District Centre

Mayur Vihar Phase -1 New Delhi-110091

Tel: +91 11 47668899

**Contact Persons:**

**Tanpreet Kaur, Mobile No. +91 9560093985**

**Chandan Singh Rawat, Mobile No.:+91 9717972320**

**Last date to apply: March 12, 2019**

**Notes:**

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| 1. Interested and **Eligible candidates** may send their resumes at careers.newdelhi@frasershospitality.com or they may also send their resume in an envelope which should be super scribed with post applied for …. and should be sent at the address mentioned above.
2. CTC will be determined based on the experience, qualifications etc. of the successful/selected candidates.
3. Relaxation will be considered in case of SC/ST (5 years) and OBC (NCL-for 3 years).
4. Age, experience and eligibility relaxation will be considered in case of deserving candidates.
5. **Director of Sales and Assistant Manager -Sales will be appointed on contract basis for a period of 3 year and further extendable based on the performance and requirement.**
6. Other candidate will be appointed on contract basis for a period of 1 year and further extendable based on the performance and requirement.
7. Also, candidates are required to bring all original certificates (class 10th onwards) with self-attested photocopies on date of interview.
8. Caste Certificate for reserve category candidate (s) should be in prescribed format meant for employment in PSUs. Latest non-creamy layer certificate in respect of OBC candidates should be produced.
9. The selected candidates will not be given any accommodation and transport facility at the place of their posting.
10. FSND reserves the right to cancel this advertisement and selection procedure without assigning any reason.
11. Post qualification experience means the applicant should have working experience for the specified period after acquiring the prescribed educational/professional qualifications from a recognized and approved institution in India by AICTE / UGC / appropriate statutory authority.
12. The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/ her the right to be called for interview / considered for selection process. FSND at its discretion may also relax / lower qualifying standards /criteria in case suitable candidates are not available.
13. The total number of projected vacancies indicated in this advertisement may increase / decrease / be cancelled at the discretion of FSND, if need so arises, without any further notice and without assigning any reason thereof.
14. Only Indian Nationals are eligible to apply. While applying for any post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
15. FSND reserves the right to call the candidates for any post and not necessarily to the post applied for. Mere eligibility will not entitle a candidate to be called for interview. The decision of FSND in this regard will be final and no correspondence in this regard will be entertained.
16. E-mail Id/ phone number/present address given in the application should be valid and functional for at least 6 months from the date of submission of application.
17. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or any application in response thereto can be instituted only in Delhi and courts/tribunals/forums in Delhi only shall have sole and exclusive jurisdiction to try any such cause/dispute.
18. FSND will not be responsible for any loss of application/ communication letter/ e-mail sent, due to invalid / wrong e-mail id/ wrong postal address/postal delay etc., in case of, any communication made by FSND. No request in this regard will be entertained.
19. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying. If at any stage it is detected that, any FIR/ criminal case lodged/ pending against the candidate and it was found at an later stage that any information has been concealed by the candidate, even after gaining employment with the Company, His/her candidature/ appointment in the Company will be rendered ineligible/ cease to exist and the same will be treated void ab-initio without prejudice to any other action against him/her by the Company.
20. **The selected panel for all the posts will be valid for 1 year if the selected candidate does not accept the offer of appointment or leave the organization within one year and will consist of the candidates scored 60% or more at the discretion of Management.**
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| **Job Description****Post: Director of sales*** Work with Sales and Marketing and relevant parties to develop a marketing plan that identifies market niche and segments and defines a tactical plan to focus on all these.
* Monitor and review sales production and adjust sales activities, account coverage and sales priorities in order to achieve planned goals.
* Establish account qualification criteria and use market research and tele marketing resources to identify priority accounts and assign sales to assure optimal coverage thereof.
* Maintain responsibility for selected key accounts.
* Co-ordinate close frequent and open communication between Group director, Sales and Marketing.
* Prepare Revenue or Sales Budget.
* Lead manage and motivate and effective team of sales professional to achieve budgeted sales.
* Establish team sales goals and allocate key accounts to each member

**Post: Assistant Manager-Sales.*** Provide timely information flows in accordance with required sales administration process.
* Monitor and develop assigned accounts to ensure the achievement of sales targets.
* Maintain responsibility for all key accounts.
* Produce and pursue sales leads for the property.
* Maintain responsibly for and organize the designated portfolio of accounts.
* Implement the agreed tactical sales plan that focus on market niches and segments identified in the marketing plans
* Provide timely information flows in accordance with required sales administration process.
* Monitor and develop assigned accounts to ensure the achievement of sales targets.
* Maintain responsibility for selected key accounts.
* Maintain close, frequent and open communication within and across property on accounts and prospective customer.
* Process all reservations and lease agreement in a timely and efficient manner.

**Post: Sales Executive*** Identifies business opportunities by identifying prospects and evaluating their position in the industry, researching and analyzing sales options.
* Sells rooms by establishing contract and developing relationships with prospects, recommending solutions.
* Maintains relationships with clients by providing support, information and guidance, researching and recommending new opportunities, recommending profit and service improvements.
* Identifies services improvements or new products by remaining current on industry trends, market activities and competitors.
* Prepares reports by collecting, analysis and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state of the art practices, participating in professional societies.
* Contributes to team efforts by accomplishing related results as needed.

**Post:** **Client Relation Executive** * Handle the check-in and check-out of guests including the processing of their reservation and rooming at the unit level.
* Handle all guest request during their stay.
* Handle all front desk cashiering duties.
* Organize and implement guest programs/plans that anticipate and meet guest needs and interest.
* Ensure all information must be updated periodically.
* Support sales/marketing by providing relevant information including customer feedback and sales leads.
* Contribute to increase customer satisfaction level and the ratio of compliments against complaints.
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