

IFCI INFRASTRUCTURE DEVELOPMENT LIMITED
 IFCI Tower, 61 Nehru Place, New Delhi – 110019
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 Website: www.iidlindia.com
 CIN: U45400DL2007GOI169232

Applications are invited for the post of 'Hotel Manager' for our hospitality unit (Fraser Suites New Delhi) on contract basis.

JOB PURPOSE: Overall accountable for the financial and operational performance of the property. Ensure approved budgets are optimized and achieved; and optimum delivery of Gold Standard Product & Services that is consistent with the Company's standard to achieve maximum guest satisfaction.

| S. No. | Post | Number of Post | Eligibility | Age | Experience | CTC (per Annum) | Location | Category |
|--------|---------------|----------------|---|-----------------------|---|--------------------------------|-----------|----------|
| 1 | Hotel Manager | 1 | Tertiary education with post-graduate (Degree) qualification in hospitality management. | Maximum Age- 58 years | Minimum 10 years of relevant post qualification work experience | Up to Rs. 1,15,000/- per month | New Delhi | UR |

Job Responsibilities:

- Responsible for the financial performance of the unit both from an operator and an ownership level.
- Ensure operations are run in line with laid down guidelines and stipulated procedures in accordance with the operating manuals and as per the law of the land.
- Upkeep and maintenance of the property/physical assets.
- Custodian of the brand values, credentials and maintain the 'sanctity of the brand'.
- Maintain appropriate relations with our business partners/stakeholders.
- Ensure appropriate/timely returns and management of the company's business and finances.
- Be on the lookout for other opportunities to spread the brand name in the city/country.
- Build appropriate relationship with the city authorities and other stakeholders.
- Maintain harmonious and disciplined employee relations to ensure appropriate and forward thinking Human Capital Management.
- Ensure full compliance to Hotel operating Controls, SOP's, Policies & Procedure and service standards.
- Manage on-going profitability of the hotel, ensuring revenue and guest satisfaction targets are met and exceeded.
- Ensure all decisions are made in the best interest of the Serviced Apartment and management.
- Provide training for hotel staff in delivering care that meets the best standards and practices.

Requirements:

- Good knowledge of different business functions of Hotel/Serviced Apartment

- Strong leadership qualities.
- Excellent communication skills.
- Proficient computer literacy skills.
- Highly organized.
- Strong work ethic.
- Good interpersonal skills.
- Meticulous and Proactive approach.

Experience & Qualification :

- i. Tertiary education with post-graduate qualification in hospitality management from a recognized and approved institution in India by AICTE / UGC / appropriate statutory authority.
- ii. Minimum 10 years of relevant post qualification work experience with at least 5 years worked as a RM/GM in hotel/serviced apartments.

Notes:

1. CTC will be determined based on the experience, qualifications etc. of the successful/selected candidates.
2. Also, candidates are required to bring all original certificates (class 10th onwards) with self attested photocopies on the date of interview.
3. The selected candidates will be governed by the terms and conditions of Frasers Hospitality.
4. 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.

Nature of appointment:

Candidate will be appointed on contract appointment on cost to company basis for a period of 2 years and further extendable based on the performance and requirement of Company.

Appointment of any candidate on contract basis will not confer any right of absorption in the regular employment of the company at any point of time.

The appointee may be transferred anywhere at any project of IIDL. However, present place of posting will be in Delhi.

Selection Procedure:

Selection will be through interview only. A preliminary screening of the applications will be carried out to short-list eligible candidates to be called for the interview. Merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short-listed candidates in due course.

Age:

The maximum age is up to 58 years. Relaxation will be considered in case of SC, ST & PWD Candidates is 5 years and in case of OBC (NCL) is 3 Years. All Computations of age shall be done considering September 30, 2020 as the cut-off date.

How to apply:

The eligible candidate can submit their resume at careers@iidlindia.com.

The candidates applying for the post must send their resume by post to “**Manager- Human Resource, IFCI Infrastructure Development Ltd., 6th Floor, IFCI Tower, 61 Nehru Place, New Delhi-110019**” latest by October 15, 2020.

The cover containing the resume should be super scribed with the name of the post applied for i.e. ‘**APPLICATION FOR THE POST OF HOTEL MANAGER.**

The following documents should be submitted along with the application:

- a. Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DOB).
- b. Copy of Certificates and Mark sheets in respect of qualifications acquired.
- c. Appropriate document(s) in support of desirable experience.
- d. Caste certificate, if exemption of fee and for concession / relaxation of age has been claimed.

General rules/ instructions:

Candidates **should enclose copies of the relevant certificate/s (in support of age, educational qualification) and appropriate documents in support of the experience, with the application.** Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Company, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.

In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Company’s decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. The company reserves the right to cancel this advertisement and selection procedure without assigning any reason thereof.

The selected candidates will not be given any accommodation and transport facility at the place of their posting.

Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.

Please note that Corrigendum, if any, issued on the above advertisement, will be published only on company’s website www.iidlindia.com.