

## EMPLOYEMNT NOTIFICATION

Xeon Systems is a Leading Facility Management Service having projects spread across many States of India. Company is looking for experienced and qualified resources in following category and skill sets. Eligible and interested candidates may submit their resumes along with experience certificate and educational qualification-

### 1. **Manager** – Facility Services : 3 Posts

- a. Should be a graduate in Hotel Management course ( in particular house keeping / front office / customer relationship) .
- b. Should have fluent communication skills and English fluency
- c. Capable to build and manage the teams
- d. Able to handle crisis and emergencies in work place
- e. Manage entire operations , analyse reports and
- f. Take measures for continuously improvement in services
- g. Periodical reports to Head Office and Offices in charge
- h. Languages to be known – English, Kannada, Hindi Telugu
- i. Min 3 years experience in above areas

### 2. **Supervisor** – Facility Services : 8 Posts

- a. Should be a graduate in Hotel Management course ( in particular house keeping / front office / customer relationship) .
- b. Should have fluent communication skills and English fluency
- c. Capable to build and manage the teams
- d. Supervise repairs and maintenance of guest house
- e. Customer feedback report
- f. Room and guest house inventory management – Monitor stocks
- g. And monitor damages if any done by guests
- h. Action for quick house keeping services on vacating the rooms by guests and keep it ready for next guest
- i. Able to handle visiting guest for quick check in / information about guest house/ handling guest issues and handling check-out systematically as per procedure laid down and norms
- j. Languages to be known – English, Kannada, Hindi Telugu
- k. Min 2 years experience in above areas

### 3. **Front Office Officer** –Front Office operations : 3 Posts

- a. Should be a graduate in Hotel Management course in front office management .
- b. Should have fluent communication skills and English/ Hindi fluency
- c. Pleasant looking personality
- d. Able to handle visiting guests for quick check in / information about guest house/ handling guest issues and

- e. handling check-out systematically as per procedure laid down and norms
- f. Languages to be known – English, Kannada, Hindi Telugu
- g. Min 1 years experience in above areas

**4. House Keeping Resources – 80 Posts**

- a. Should be X class Pass/ Fail
- b. Should know cleaning and mopping rooms / rest rooms / Open areas
- c. Cleaning of window curtains and table/ chair
- d. Maintaining cleaned/ ironed bed sheet/ pillow cover / pull over blanket
- e. Send for cleaning through supervisor soiled bed sheets/ pillow cover etc
- f. Should know bedding and dusting of the rooms/ premises
- g. Polite behaviour and well dressed in uniform during working hours
- h. Min 1 year experience in above areas