

ARVIND SMARTSPACES

Job Description

Designation	:	Executive - Guest Relations
Experience	:	Upto 3 Years
Qualification	:	Any Degree /Diploma in Hotel or Hospitality Management
Department	:	Sales & Marketing
Reporting To	:	Chief Sales Officer
Job Location	:	Ahmedabad, Gujarat

Brief Description of the Role:

Ensure warm hospitality and satisfaction to existing and prospective customers at the Projects of the Company.

Job Profile:

The Candidate is expected to do the following on an ongoing basis:

- Welcome the customers at the project sites.
- Offer refreshments to customers.
- Fill in the site visit forms.
- Give a brief to the customers about the project & arranging for their visit.
- Ensure cleanliness at the sales office & sample villas at all times.
- Data entry of walk-ins of clients / CP's.
- Making outbound calls to customers to invite them to the site.

Skills & Attributes:

- Pleasing personality and humble in attitude.
- Strong communication and Interpersonal skills.

Note: Interested candidates with relevant experience in real estate industry may share their CVs through email at career.asl@arvind.in

Please mention the position applied for in the subject of the email.