



Symbiosis Centre for Distance Learning (SCDL)

Symbiosis Bhavan, 1065B, Gokhale Cross Road, Model Colony, Pune-16

Tel: 020-66211000, Fax: 020 -66211040, 66211041

Website: www.scdl.net

Dear Sir/Madam,

Kindly fill up the below format for our ready reference.

Brief about the Company	Catering to clients in the dynamic and growing space created between hospitality and real estate, Access provides serviced residences, serviced offices, corporate lounges and managed office solutions.
Current Opening (Designation)	Customer Relationship Executive
Profile of the Candidates	Fresher _ Focal point of contact with all in house and external clients. _ Serves as the primary backup for the Head – Centre Operations including (as needed) conducting touring clients, and handling client concerns. _ In conjunction with the Head – Centre Operations, ensures adherence to Health & Safety regulations and processes, ensuring that appropriate steps are taken for an emergency response situation. _ Key Contributor to the overall revenue of the centre by identifying opportunities and actively upselling/cross-selling products and services to clients. _ Ensures that all daily service charges are captured and entered into the POS (billing system) on a daily basis. _ When required, assist the Head – Centre Operations in monitoring the key services such as Housekeeping, Security, Electrical and Air-conditioning Systems, Sanitisation and Plumbing, Internet and other key services and report any disturbances in the services to the Facility Manager.
Locations	Baner (Pune)
Number of Candidates	1
CTC / Pay Package	Rs. 1,80, 000 P.A.
Date of Joining	Immediate joining after the interview.
Selection Process & Criteria	First round – Telephonic Second round – F2F with Operation Heads

Contact Person: Soumya Menon
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With Warm Regards,
Enrollment Department.