Dear Sir/Madam,

Kindly fill up the below format for our ready reference.

<table>
<thead>
<tr>
<th>Brief about the Company</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Opening (Designation)</td>
<td>Customer Relationship Executive</td>
</tr>
</tbody>
</table>

**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
**Contact No:** 9920481842/022-61184003
**Email ID:** hr@accesswork.in
**Website:** https://www.accesswork.in/

With Warm Regards,
Enrollment Department.