



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

PAHARPUR BUSINESS CENTRE **Campus Recruitment - 2019 Passing Out Batch**

ONLY FOR UNPLACED STUDENTS

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| Company | Paharpur Business Centre |
| Batch | 2019 Passing Out Batch |
| Joining | After Exam |
| Date of Campus | Will be informed later |
| Job Title | Community Manager |
| Eligible Degrees | Degree in Hotel Management |
| Eligible Branches | All |
| Location | Nehru Place, Delhi |
| Compensation (CTC) | INR 3.00 LPA |
| Roles & Responsibilities | <p>1. Handling inbound sales enquiries (~ 60% time)</p> <ul style="list-style-type: none">a. Scheduling and conducting building tours for prospective serviced office customers.b. Writing, presenting and negotiating sales proposals for our services.c. Making outbound calls to prospective customers who have shown an interest in our services in order to qualify and close business. <p>2. Community Management (~ 40% time)</p> <ul style="list-style-type: none">a. Solving member related issues and communicate with all the departments to ensure highest level of member satisfaction.b. Handling billing and payment follow-ups for all services including late fees and evictions.c. Assisting members with any customer issues which might be hampering them.d. Working on community initiatives designed to develop connections between our members, including member introductions, integration events etc. |
| How to Apply? | <p>Interested and eligible students need to apply on the link given below latest by 23rd April 2019 by 6:00 PM</p> <p>Click here to apply</p> <p>Late entries will be automatically deleted.</p> |

My Best Wishes are with you!

Prof. Dr. Ajay Rana

Advisor