

## **Recruitment**

**Post Name:** Desk Manager

Date: 16-04-2024

**INTERESTED** Candidates may attend walk-in interaction for hiring of following manpower purely on short-term contract basis for deployment in Govt. Office/PSU/Autonomous Body in New Delhi. Apply on or before 21-04-2024. Candidates may apply online on [www.sunshineplacements.in](http://www.sunshineplacements.in) for walk-in-interaction for hiring of following manpower purely on short term contract basis.

### **Vacancy Details:**

Code No.	Subject	Total Post	Salary Structure
1.	Desk Manager	02	44,900/- (Inclusive of EPF Contribution of Rs. 1800/- per month maximum)

### **Essential Qualification:**

1. Graduation degree in any stream from a recognized University of the Centre/State
2. Excellent communication skills and proficiency in English, both written and oral.
3. Strong organizational and multitasking abilities
4. Good typing skills
5. Proficiency in Microsoft Office, including Word, Excel, and PowerPoint
6. Ability to maintain confidentiality.

### **Desirable**

Experience in the hospitality department or any other reputed government/private organization for 2 years.

### **Age Limit:**

Not More than 32 years as on last date of submission of application

### **Terms & Conditions:**

- Selection will be made on the basis of test and other prescribed norms/requirement of the job.
- Number of vacancies may increase or decrease as per the requirement.
- Preference will be given to local candidates.
- **In case any query, Pl call at Mobile No.9810448104.**