

ARKA JAIN UNIVERSITY
TRAINING & PLACEMENT DEPARTMENT

PLACEMENT OPPORTUNITY @ ZOLOSTAYS PROPERTY SOLUTIONS PVT. LTD.

NOTICE NO.: AJU/T&P/UG/0046/23-24

DATE: 11/03/2024

NAME OF COMPANY: ZOLOSTAYS PROPERTY SOLUTIONS PVT. LTD.

PAYROLL COMPANY: ZOLOSTAYS PROPERTY SOLUTIONS PVT. LTD.

Registration Deadline is 11:59 am, 18th March 2024

ABOUT COMPANY:

Zolostays was founded in 2015 to solve the problem of students and young professionals who would move to temporarily go to other cities to study and work and look for affordable housing. In 2020, it was operating in 10 Indian cities. It has four rounds of funding, with a total \$ 98 Million. Zolostays is a real-tech co-living focused app that provides ready-to-move rooms/beds. **It was founded in 2015 by Dr. Nikhil Sikri, Akhil Sikri and Sneha Choudhry.**

Zolostays competes with other co-living companies like Aarusha Homes, StayAbode, Ziroom, Xiangyu, Quartus, Koumkwat, Bikube and Oyo Living. During the pandemic, Zolo provided 75 of rent-free accommodation to those who lost their jobs. Zolo uses bulk inventory in usually residential townships and ties up with real estate companies to make the rooms/beds available. Zolostays has both a revenue sharing and leased model. It uses Internet of Things technology for electricity and water billing.

WEBSITE: www.zolostays.com

DESIGNATION: Guest Relations Officer (GRO)

JOB LOCATION: Pan India

ELIGIBLE COURSE: BBA & BCOM

ELIGIBLE PASSING YEAR: 2024

GENDER ELIGIBLE: Male & Female

SALARY PACKAGE OFFERED:

CTC INR 3.5 LPA (CTC INR 2.5 LPA Fixed + INR 1 LPA Performance Based Incentive)

OTHER BENEFITS:

➤ **Free Accommodation**

➤ **Medical Insurance up to 5 Lacs**

- Skill Development Programs
- Accelerated Career Program
- Get a chance to work closely with industry leaders

JOB RESPONSIBILITIES:

1. Guest Relations:

- Respond promptly and professionally to guest inquiries, concerns, and complaints.
- Ensure a high level of guest service is maintained at all times, addressing and resolving guest issues in a timely and satisfactory manner.
- Facilitate a positive property showcasing & onboarding guest experience, including showing available inventories & converting sales leads.

2. Property Management:

- Oversee the day-to-day operations of assigned ZoloStay Property, including guest relations, rent collection, and property upkeep.
- Coordinate property upkeep with internal stakeholders, ensuring work is completed in a timely and satisfactory manner.
- Monitor and enforce compliance with rules and regulations.
- Conduct regular property audits to identify any maintenance or safety issues and address them promptly.

3. Financial Management:

- Collect and process rental payments, ensuring accuracy and timeliness.
- Monitor rent delinquencies, initiate appropriate actions to minimize losses, and enforce late payment penalties as per company policies.
- Assist in the preparation of annual property budgets and monitor expenses to ensure adherence to budgetary guidelines.

4. Reporting and Documentation:

- Maintain accurate and up-to-date records, files, and documentation related to property management activities, including agreements, maintenance requests, and guest communications.
- Collaborate with the team on regular insights of property's performance, occupancy rates, and financials.

5. Team Management & Collaboration:

- Lead and train a team of 1-4 dedicated facilities team members.
- Collaborate with cross-functional teams, such as sales, support, and facilities to ensure effective guest satisfaction & property management

PREFERRED SKILL SETS:

- Excellent interpersonal and communication skills, with the ability to interact effectively with guests, cross-functional stakeholders, and team members.
- Strong organizational and time management skills, with ability to prioritize tasks.
- Guest service orientation and a commitment to guest satisfaction.
- Proficiently organizing and executing inclusive community events, fostering enhanced guest experience & participation.
- Problem-solving and conflict resolution abilities.
- Attention to detail and the ability to maintain accurate records.
- Proficiency in property management software and tools.
- Familiarity with property upkeep procedures.

TENTATIVE JOINING DATE/PERIOD: After completion of the course

SELECTION PROCESS: OFFLINE (AJU CAMPUS)

- ✓ Company PPT
- ✓ Group Discussion
- ✓ Personal Interview

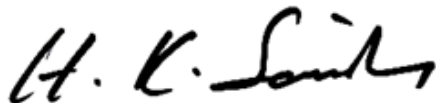
PROCESS OF REGISTRATION:

01. Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

<https://forms.gle/qUk1HVhBvCYgR5Gm7>

- 02.** Students registered with the T&P Department for placements, are only eligible.
- 03.** Already placed & debarred students are not eligible.
- 04.** Updated list of debarred students is available with the respective Faculty Coordinators.
- 05.** Please note that it is mandatory to submit the above form to nominate successfully.
- 06.** The form can be submitted only once, thus please be cautious while filling up the form.
- 07.** The Resume File name must be student's own name.
- 08.** **Registration deadline for Nomination is 11:59 am, 18th March 2024.**
- 09.** One student can Register only once, thus be cautious while registering.
- 10.** Please Note: The Registration process will automatically turn off after the provided deadline.
- 11.** You are advised to read & understand the disclaimer below before applying for this opportunity.
- 12.** **Coordinating Training & Placement Manager: Mr. Rahul Rej (WhatsApp @ 9831664615).**

Sd/-



HEAD – TRAINING & PLACEMENTS

Disclaimer: The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore students are strictly advised to read clearly & understand the Placement Policy (Procedural & Behavioural both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.