

Position Title: ***Accommodations Department Coordinator***

The Accommodations Department Coordinator ensures that all Gurukula students and guests who reside in the ashram have comfortable, clean, safe and appropriate accommodations during their stay.

**Responsibilities Include:**

- Overseeing all department sevites and coordinating their various tasks
- Managing all room assignments
- Ensuring rooms are well-prepared for new arrivals
- Ensuring the maintenance and cleaning of ashram residential areas
- Departmental documentation
- Communication and coordination with other departments

**Qualification Include:**

- Good management and organizational skills
- Fluent in English. Hindi helpful, but not essential
- Good computer skills (Word, Excel, Outlook)
- Good interpersonal skills and good team player
- Knowledge and skills of hotel management would be helpful