2) Job Title : **Training Centre Administrator cum Hospitality Executive**
Location : **Khed Shivapur , Pune**
No. of Posts : **1**
Educational Qualification : Bachelor's Degree or Diploma in Hospitality Management/Hotel Management from a recognized University or Institute.

Experience

- Minimum 5–7 years of experience in the operation and management of a residential Training Centre, Hotel, Guest House, catering and institutional administration
- Proficiency in basic computer applications, including **MS Office** and **e-mail**, with experience in administrative and office management functions.

Key Responsibilities

- Manage the day-to-day operations of AFARM's Training Centre, including the hostel, guest house, dining facilities, and training infrastructure.
- Ensure readiness of training halls, audio-visual equipment, accommodation, dining arrangements, and other logistical requirements for all training programmes, workshops, meetings, and events.
- Supervise hostel operations, including room allocation, housekeeping, check-in/check-out procedures, and participant comfort.
- Oversee catering and dining services, ensuring quality, hygiene, food safety, and timely service to trainees, guests, and staff.
- Maintain high standards of cleanliness, hospitality, and upkeep of the training centre campus, hostel, kitchen, dining hall, and common areas.
- Coordinate with faculty, programme coordinators, vendors, and service providers to ensure smooth execution of training programmes.
- Monitor the performance of housekeeping, catering, security, and maintenance personnel and ensure efficient service delivery.
- Maintain records related to hostel occupancy, catering, inventory, consumables, assets, and hospitality expenses.
- Ensure adequate availability of housekeeping materials, kitchen supplies, linen, toiletries, and other operational requirements through proper inventory management.
- Coordinate preventive maintenance and timely repairs of buildings, furniture, kitchen equipment, electrical, plumbing, and other facilities.
- Ensure compliance with food safety, hygiene, occupational health, fire safety, and other statutory requirements applicable to the training center.
- Handle participant and guest queries, feedback, and complaints professionally and ensure a high level of customer satisfaction.
- Support the organization of official meetings, exposure visits, residential training programmes, conferences, and special events hosted at the training center.
- Prepare periodic operational reports and submit them to the reporting authority.
- Perform any other duties assigned by the Executive Director or the Reporting Officer to ensure the effective functioning of the Training Centre.

Compensation

Salary and benefits shall be commensurate with qualifications, experience, and the organization's HR policies.