



## **Job Description**

**Designation** : Manager – Client Relationship

**Company Website** : [www.tlcgroup.com](http://www.tlcgroup.com) [www.hotelmemberships.com](http://www.hotelmemberships.com)

### **Key Responsibilities:**

1. Multitasking while ensuring smooth & effective client coordination and satisfactory client interaction at senior levels.
2. Organize and coordinate operations to ensure maximum efficiency.
3. Assume complete responsibility of budgeting and monitoring expenses.
4. Ensuring transparency and ongoing communication / meetings with the Client and Superiors.
5. Escalating issues to senior management and client within the prescribed time limit when required.

### **Required Skill Set:**

1. 8 - 10 years of experience in luxury hotel with exposure to revenue, sales and operations.
2. Strong communication and presentation skills in English
3. Should be smart, extremely confident & presentable.
4. Strong analytical skills and ability to plan new strategies.
5. Male/Female in the age bracket of 27 years to 37 years.
6. Ability to effectively interact with the hotel management directly.