



Defining the Future

KERALA INFRASTRUCTURE INVESTMENT FUND BOARD

(A Statutory Body under Finance Department, Government of Kerala)

Finance and Administration Division

website: www.kiifb.kerala.gov.in

FA-6/1959/2022/KIIFB

Dated: 28/04/2023

Applications are invited from eligible candidates for the post of Front Office Executive in Kerala Infrastructure Investment Fund Board (KIIFB). The desirous eligible candidates may apply ONLINE by satisfying themselves with the terms and conditions of the recruitment.

Salary : Rs. 30,000/- per month

Qualification : Degree in any discipline (Preference will be given for qualification in hospitality),

Good communication skill in Malayalam/ English. Hindi (Preferrable)

Age Limit : 30 Years

Mode of appointment - One year Contract , further extension will be on mutually agreeable terms.

Job Description: Responsible for greeting and welcoming guests, answering all calls and directing as needed, receiving and delivering all incoming and outgoing mail and packages, scheduling meetings, and coordinating office activities etc.

The selection will be on need basis and candidate with relevant work experience in hospitality sector will be given preference. Interested candidates may apply through the link below.

Website: www.kiifb.org/careers

ANIE JULA THOMAS

Joint Fund Manager