

Personal at Tamil Nadu Working WOMens Hostels Corporation-

Position and Qualification

1. Chief Executive Officer: (1)

Qualification and Experience: The Chief Executive Officer should be a Person, having any degree/ master's with at least minimum 15 years of experience in Hospitality (preferably in operations and running out hostels). He/She should possess efficient communication skills and good command over English and Tamil and should lead the operations team **No.of Vacancies: 1**

I. Chief Executive Officer Roles and Responsibilities

- Responsible for SPV Incorporation of company under Companies Act 2013. Management of all activities of company, including appointment of Secretarial and Accounting services, CAG Auditor, Organizing Board meetings, preparing Circular Resolutions, etc with approval of the board and ensuring all compliances.
- Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives.
- Lead and motivate subordinates to advance employee engagement develop a high performing managerial team.
- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission.
- Make high-quality investing decisions to advance the business and increase profits.
- Enforce adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics.
- Review financial and non-financial reports to devise solutions or improvements.
- Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders.

Supervisory Responsibilities:

- Oversees the ongoing operations of all divisions in the company.
- Manages and directs the company toward its primary goals and objectives.
- Oversees employment decisions at the executive level of the company.
- Leads a team of executives to consider major decisions including acquisitions, mergers, joint ventures, or large-scale expansion.

- Promotes communication and cooperation among divisions to create a spirit of unity in the organization.

Duties/Responsibilities:

- Works with the board of directors and other executives to establish short-term objectives and long-range goals, and related plans and policies.
- Presents regular reports on the status of the company's operations to the board of directors and to company staff.
- Oversees the organization's financial structure, ensuring adequate and sound funding for the mission and goals of the company.
- Reviews the financial results of all operations, comparing them with the company's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Ensures the company's compliance with all applicable laws, rules, regulations, and standards.
- Negotiates with other companies regarding actions such as mergers, acquisitions, or joint ventures.
- Serves as the company's representative to the board of directors, shareholders, employees, customers, the government, and the public.
- Performs other related duties to benefit the mission of the organization.

Required Skills/Abilities:

- Excellent managerial and financial skills and the ability to take leadership over any business operations area.
- Superlative communication skills, particularly the ability to communicate as a leader.
- Thorough understanding of management and financial practices in all areas and phases of business operations.
- Recruit talent to build, over time, a resilient and high-quality team.

Application Form

1. Full Name of the applicant:

2. Date of Birth and Age:

3. Address:

4. Mobile No:

5. E-Mail ID:

Affix Recent Passport size Photograph

6. Educational Qualification: (In case you need more space, kindly attach separate Sheets in the same format).

S.No	Name of Degree/Diploma (as printed on your certificate)	University/Place	Duration		Main Courses of Study
			From	To	

7. Brief Service Particulars and Experience: (Starting from the most recent post. In case you need more space, kindly attach separate sheets in the same format).

Designation	Organisation	Duration		Brief Description of Duties
		From	To	

8. Additional information, if any, in support of suitability for the post:
(Any other National or State level Recognition/Awards won/
Publications/experience/assignments relevant to the requirements
of the post applied.)

9. It is certified that,

a. The information furnished in the application form and enclosed documents is correct.

b. If selected, I shall not hold office of profit or pursue any profession or carry on any business other than my designated position of ----- at the TNWWHCL.

(Signature of the applicant)

Place:

Date: