

VACANCY FOR A RECEPTIONIST AT VANA MALSI ESTATE

Interested female candidates fulfilling the below conditions may apply directly to Kavita Bhatia, VANA Malsi Estate, Mussoorie Road, Dehradun.

Email: kavita.bhatia@vanaretreats.com

www.vanaretreats.com

- a) Role Title : Team Member/Coordinator Reception
- b) Experience : 2-5 years
- c) Salary range : 2.8 – 4.5 lakhs per annum depending on experience. This would include the accommodation benefit. Team dining, team transport, insurance and recreation facilities would be over and above the CTC. Uniform will be provided.
- d) Working hours : 9 hours including one hour of meal break. One off day per week. Candidate will be expected to work in morning or evening shift on rotation as per the shift roster.
- e) Qualification : graduation in any stream
- f) Additional requirements : Excellent English communication skills. Well versed with Microsoft office. Knowledge of basic software operations added advantage.
- g) Location : Position will be based out of Dehradun

Men-Tsee-Khang and VANA are closely associated. VANA Retreats, an independent private venture, is highly passionate and committed to promote wellness and wellbeing and nurtures a sincere deep rooted desire to promote 'Sowa Rigpa'.

Men-Tsee-Khang has recruited a doctor on deputation as well as 4 Therapists to VANA. Currently, Men-Tsee-Khang is also offering a 6-month training on Tibetan mind therapies (theoretical & practical) to young Tibetans (4 males and 6 females) selected by VANA who will be permanently placed at VANA.

So, Men-Tsee-Khang highly recommends young enthusiastic female candidates to apply for the above said post.