



PR/116699 | Senior Chief Administrator

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1523443

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

February 25th, 2025 10:32

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Hotel Management (Workplace around BTS Nana,Bangkok)

Position: Hotel Management

Location: BTS Nana,Bangkok

Business: Construction

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Hotel Project Management, Hotel operation project, developed in joint business ventures.
- Collaborate with hotel operating companies and related parties to manage and coordinate the following tasks.
- Coordination of contract matters related to other business activities.
- Coordination related to front office operations, housekeeping operations, food and beverage, marketing and sales operation, facility management
- Conduct project feasibility for land acquisition.
- Study and analyze an opportunity for hotel and real estate business.
- Project presentation to the committees
- Involve in project planning from committee policy.
- Overseeing the development, negotiation and monitoring of agreements between partner companies participating in joint ventures.
- Other tasks assigned in related job.

JOB REQUIREMENTS

- This position, salary around 50,000 - 60,000 THB
- Over 5 years in hotel management.
- Graduate in institution of education level, bachelor's degree or higher in hotel management
- Experience in Hotel management will be advantage
- Ability to communicate in English with foreign boss.
- Fluent in English
- Having TOEIC score to guarantee English skill will be advantage.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Nana, Bangkok

Company Description