



JAC Recruitment

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Indonesia

PR/123012 | Front Office Manager - Preopening (5 Star Hotel)

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1544843

Industry

Tourism

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 10:47

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

Location: Ubud, Bali**Level: Head of Department****Specific Condition: 1 Year Contract**

A 5 Star Hotel in Ubud, Bali is looking for an experienced **Front Office Manager** to lead its **pre-opening phase**. This role will be responsible for setting up the **entire front office function**, recruiting the team, establishing standards, and ensuring everything is in place for a successful soft opening.

Qualifications:

1. **Fluent in English (MUST)**
2. **Have experiences in 5-star Hotel with minimum 3 years experiences (MUST)**
3. **Solid background in front office operation (non-negotiable)**

4. Can join immediately
5. Previous pre-opening experience is highly preferred

Responsibilities:

1. Recruit human resources and set the standards for all the operational functions to ensure a successful opening.
2. Identify the department training needs, develop the training plan.
3. Ensure the department is fully prepared by the soft opening timeline.
4. Oversee all front office functions including check-in/out, guest requests, room allocations, and night procedures.
5. Act quickly and effectively to resolve guest concerns, ensuring satisfaction and loyalty.

Think you tick all the boxes?Great!

After applying, **send me a DM on my LinkedIn (Milysa Tjandra) briefly explaining why you're the best fit** for this role.

Your next big career move starts here!

Company Description