



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

### Job Information

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

1549677

**Industry**

Tourism

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:22

### 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!**

#LI-JACID

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.id/terms-of-use>

---

Company Description