



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

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1544843

業種

旅行・観光

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年06月17日 10:47

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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!

会社説明