



## **Career Opportunity**

We are currently looking to fill the following positions in our resort (Hua Hin):

### **Receptionist & Tel. Operator**

#### Job Scope

- To perform the role of receptionist according to prescribed operations procedures ensuring maximum guest satisfaction and controlling operational budget, while covering the telephones as operator as dictated by the standards of operations.
- To conduct the pre-set up duty or function.
- To perform daily operations according to Chiva Som International standards.
- To provide service promptly, courteously and accurately.
- To collect stock and supplies.
- To conduct daily stock inventories.
- To study, evaluate operation/ procedure and suggest improvements to the Manager.
- To ensure the cleanliness/ hygiene of the work station.
- To ensure that all equipment is well maintained and in safe condition.
- To handle guest complaints.
- To assist in providing departmental orientation for newly recruited staff.
- To assign rooms for arriving guests as per reservations details.
- To greet and register guests in accordance with resort standards & procedures.
- To coordinate with Housekeeping for availability of clean and vacant rooms.
- To ensure that all kind of messages for guests are well handled.
- To trace and follow up in the internal log book.
- To report unusual incidents to the Front Office Manager for information/further investigation or handling.
- To update the bulletin board, To fill up document/control/report for duty.
- To report lost and found items and submit guest incident reports to the Manager.
- To update the communication book on daily events if any.

#### Qualifications

- Age 20-25 years old
- Male or Female
- Good health and personality
- Positive attitude
- Service minded
- Excellent command of both spoken and written English
- 0-2 years experience in Front Office House operation

## **Hair Designer**

### Job Scope

- Set-up, clear and close down the Salon at beginning and end at each day.
- Tidy up work or station after each operation and ensure the cleanliness and hygiene of the section and work unit.
- Ensure there is constant supply of service for operating equipment and all other applicable amenities are kept in good condition and adequate stocks.
- Ensure that all equipment within the entire assigned work area is maintained to a good standard.
- Provide service promptly, courteously and accurately.
- Assist in relevant stock control procedures.
- Perform the majority of hair treatments plus manicures and pedicures.
- Assist superiors during treatments if applicable.
- Make product recommendations whenever necessary.
- Request and collect stock and supplies in accordance with minimum stock levels.
- Study and evaluate operations and procedure and suggest improvements to the Manager.
- Handle guest complaints and record all guest comments.
- Record daily requisitions in the balance or record book.
- Update the bulletin board.
- Fill in documents / controls / reports for duty.
- Report lost and found items and submit Guest Incident Reports to the Manager.
- Update the communications book on daily events if any.
- To assist the Management in planning, organising and directing the overall operations and administration of the section in accordance with the standards prescribed in the Departmental Operations Manual. To manage the Hair Salon to ensure that the facilities are well maintained and training and treatment standards are being adhered to whilst personally performing treatments to the highest possible standard.

### Qualifications

- Age 25-40 years old
- Male or Female
- Good Personality
- Good command of both spoken and written English
- Able to work until late hours

## **Pastry Chef**

### Job Scope

- Be able to manage bread, buffet dessert and fine dining dessert production
- Good team leader and be able to work under pressure
- Thai dessert production
- Retail production
- Be able to create special show pieces in special event (it will be added benefit for consideration)
- Responsible for production of the highest quality products, supervising the staff in efficient manner and maintain hygiene and safety standards as per company guidelines. Create a departmental culture of motivation, team spirit and creativity.

### Qualifications

- Age 28-35 years old
- Male
- Physically fit
- Neat appearance
- Good spoken and written English
- Good attitude
- Knowledge of basic nutrition
- Working experience aboard
- 3-4 year use to work in five star property in position of chef de partie or higher

## **Nurse**

### Job Scope

- Assists the Manager in planning, organizing, directing and controlling the overall departmental operations and administration of the department.
- Be responsible for rendering Medical Consultations to guests, making appropriate recommendations for treatments and referrals to consultants suitable for each guest's specific needs and in determining Extra requirement guest cases for referral to the ERG Coordinator. Responsible for ensuring that all services correspond to the prescribed standards outlined in the Departmental Operations Manual.

### Qualifications

- Bachelor's Degree in Nursing Science
- 2-3 years experience in Nursing Operation
- Good human relations and computer skills

Interested applicants should send an application letter and resume, including full details of work experience, a recent photograph and expected salary to: E-mail: [pranee.c@chivasom.com](mailto:pranee.c@chivasom.com)