



## **Career Opportunity**

Current available positions and required qualifications:

**Sales and Marketing Officer** : Chiva-Som Academy, Bangkok

Scope of position: Plans, executes and evaluates all promotions, public relations, advertising and Communication programs to assist in reaching annual financial targets of the academy.

- A bachelor or masters degree in Communications, Public Relations, Marketing or any related fields of study.
- At least 2 years experience in an international environment in similar position.
- Excellent communication skills in English.
- Experience in creative design preferable.
- Established media contacts preferable.
- Highly personable, highly organized, and able to work under pressure

**Administrative Officer** : Chiva-Som International Academy

Scope of position: Handles daily admin operations of the Academy. Oversees administrative and human resource operations, purchasing transactions and store-keeping. Reports and discusses financial and administration situations with the Academic Director on a daily basis. Responsible for smooth day-to-day administrative operations.

- B.A. in Commerce or Business Administration
- 2 years experience in similar position in a medium or large scale company
- Excellent skills in Microsoft Outlook, Word, Excel and PowerPoint
- Excellent planning, follow-up and administration skills with a high level of professionalism displayed in work
- An affinity with and experience in communicating effectively with a wide range of independent people, such as overseas students
- Local knowledge of geographic boundaries, key people and spa organizations relevant to the Academy
- Personable, mature and able to work under pressure

**Spa Academy Receptionist**: Chiva-Som Academy, Bangkok

Scope of position: Provide comprehensive support services to the academy , which includes effectively and efficiently handle all the incoming telephone calls, co-coordinating treatment reservations and bookings, general admin duties and support duties (housekeeping) for the unit.

- Age 20-27 years old
- Male or Female
- Good health and personality
- Positive attitude
- Service minded
- Excellent command of both spoken and written English
- Skillful in Microsoft Office
- Minimum of 2 years experience in the hospitality industry.

**Head Instructor** : Chiva-Som Academy, Bangkok

Scope of position: Oversees daily academic schedule of classes and activities and ensures smooth operations of all academic programs as planned. Consults directly with the Academic Director and acts on her behalf when necessary in any aspect concerning students and instructors.

- B.A. or M.A. in Education, Business Administration, Physical Education or related field in the health, beauty or spa industry
- At least 2 years experience in an accredited training institution in a similar capacity
- At least 2 years experience in commercial health, beauty and spa facility
- National or international accreditation or certification in any field of study or training in health, beauty or spa industry
- Excellent management and interpersonal skills
- Good contacts within the industry
- Personable, mature and must possess qualities of a mentor / teacher / tutor

**Instructor** : Chiva-Som Academy, Bangkok

Scope of position: Handles all theoretical and practical classroom instructions as assigned by Head Trainers. Optimum instruction and retention of knowledge and techniques to all students under him / her. Must adhere to and maintain standards as outlined in academic manual.

- B.A. in Education, Physical Education, Physiotherapy or field related to courses being taught at the Academy
- At least 2 years experience teaching courses related to spa, beauty or health training
- Has current esthetic license with proven track record of successful spa business training
- Commercial experience in health, beauty or spa industry
- National or international accreditation or certification in any field of study or training in the health, beauty or spa industry
- Personable, mature and must possess qualities of a mentor / teacher / tutor
- Strong drive, motivation and a positive attitude
- Computer proficiency in Microsoft Office, Outlook and PowerPoint
- High level presentation skills
- Excellent written and verbal English communication skills

**Physio Instructor** : Chiva-Som Academy, Bangkok

Scope of Position: Responsible for the physiotherapy training in room, work on rehabilitation exercise. Ensure effective implementation of Physiotherapy training to student maintain high quality teaching and standards set by Chiva-Som International Academy and to achieve minimum cost and efficiency teaching.

- B.A. in Education, Physical Education, Physiotherapy or any related field of study of courses being handled.
- At least 3 years teaching experience in courses being assigned.
- Commercial experience in health, Wellness and SPA industry.
- A national or international accreditation or certification in any field of study or training in health, Wellness and SPA industry.
- Personable, mature and must possess qualities of a mentor/teacher/tutor.
- Strong drive and, motivation and a positive attitude. Computer proficiency in Microsoft Office ,Outlook PowerPoint

**Chef Trainer** : Chiva-Som Academy, Bangkok

Scope of position: Set up cooking class curriculum, teaching and training cooking class.

- Experience at cooking schools, leading restaurants or worked under a well known chef
- Excellent oral and written English skills
- Excellent presentation skills
- Can organize and train cooking classes
- Excellent foundation in culinary terms and techniques
- Upbeat and positive personality
- Willingness to pitch-in and work as a team
- Great customer service skills.

**IT Application Developer** : Chiva-Som International Health Resorts , Bangkok

Scope of position: Translate user requirements and functional designs into an application by programming in the language of choice. Perform the detailed specification design and coding according to set standards of development process. Ensure that appropriate and required unit and functional testing is defined and executed for quality work delivery.

- Bachelors Degree or higher in Computer Science, Computer Engineering, Software Engineering or related fields
- Minimum 3 years experience in Programming
- Experience in Perl or PHP
- Technical knowledge of Database Design and programming language of Java or C are advantages.
- Knowledge of Linux and MySQL database programming
- Proactive, self-motivated, fast learner and strong teamwork player
- Good interpersonal, communication skills and able to travel upcountry

Interested applications should send an application letter and resume including full details of work experience, a recent photograph and expected salary to:

E-mail: [human.resource@Chivasom.com](mailto:human.resource@Chivasom.com)

Human Resources (Apply for a job)  
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