



## Front Office / Reception Position

### Our Jungle Camp – Khao Sok, Thailand



Our Jungle Camp – Eco Resort located in Southern Thailand close to Khao Sok National Park offers one long term Front Office / Reception position for a Local Southern Thai applicant.

Our Jungle Camp is a mid-sized, Eco- and Sustainability- focused resort with 21 rooms located in the heart of Southern Thailand between the tourism hot spots of Krabi, Phuket and Surat Thani with over 40 employees, Our Jungle Camp is one of the most anticipated resorts in the area. We are looking for long term applicants with a strong interest in providing great hospitality services to our Western Guests and are offering above average employment conditions to successful candidates.

We are looking forward to your applications and best wishes from Our Jungle Camp in Khao Sok,

Marius Herrmann

*General Manager*

*Khao Sok, Wednesday, 04 September 2019*

**Our Jungle Camp**

**Sarasama Co.,Ltd.** 123/1 Moo 6 T. Klong Sok A. Panom, Suratthani 84250 Thailand

**Phone** +6688-577-6838 **www.khaosokecoresort.com**



### **Role and Responsibilities**

Our Jungle Camps, Front Office / Reception Staff, will work along our local team in close contact with our mainly Western guests, therefore a service oriented mind-set, along with above average English language skills both written and spoken are strongly required from all applicants. Daily tasks include the assessment and preparation of guest arrival and departure documents, guest relations in regards of support guidance and troubleshooting as well as the explanation and up-selling of tour and transport arrangements. Furthermore, are interpersonal skills required to communicate general resort operations between Housekeeping and Food and Beverage Departments to fulfil guest expectations. The potential start date of employment is scheduled for 17<sup>th</sup> of June, 2019 but might be rescheduled for suitable candidates.

### **Requirements**

- Applicants must be able to communicate both in written and spoken English, need to have advanced Computer and MS Office Knowledge
- High School Diploma or relevant work experience is considered an advantage but not required
- Good Customer Service Mind and positive work attitude
- Self-Motivated Attitude, Well-Organized and able to perform under stressful situations
- Must be willing to commit to working in a natural and secluded environment with extended working hours and days during high season month

### **Compensation & Benefits**

- Above Industry Average Pay, with attractive High Season and Yearly Bonus Payment Structure
- 4 Day's Off in High Season (8 Month of the Year)
- 6 Days Off in Low Season (4 Month of the Year)
- 6 Days' Vacation Leave, 13 Days of Public Holiday's to be taken in low season
- 10 Days of potential unpaid leave in low season
- Living Allowance or Staff Accommodation provided

*Applicable candidates are expected to provide an Industry Format Resume along with a short*

*Motivational Letter via E-Mail to [gm@khaosokecoresort.com](mailto:gm@khaosokecoresort.com)*

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