



Project Coordinator

Responsibilities:

- Take lead in organising all Mentor events
- Assist in organising meeting and project
- To co-ordinate with all parties in organizing the company activities including planning and administration arrangement
- Budget planning for relevant activities
- To liaise with Marketing or suppliers in preparing and proof reading for promotional materials
- Maintain the company website content
- Provide regular feedback to the General Manager

Qualifications:

Thai Nationality

- Bachelor's degree and at least 1-2 years experience in hospitality or related field
- Proven ability in handling and troubleshooting on all cases
- Strong interpersonal, leadership, communication and presentation skills
- Have strong teamwork and people skills
- Self motivated and able to work under pressure
- Able to work in shift

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