



Seeking Building Manager and Assistant Manager

Lake Green is a 69 unit condominium uniquely located at the end of Sukhumvit Soi 8 overlooking Benjakitti Park in the heart of Bangkok (approximate current unit selling price is 16+ million baht). The building is easily accessible from BTS Nana station and close to the MRT Sukhumvit station. The condo runs a private 24 hour tuk tuk service on Soi 8. Lke Green

Manager Job Role and Responsibilities

- 1) To lead the Lake Green Board and staff in making the condominium a comfortable, safe and pleasant home for its residents (Thai/Foreigner ownership is about 50:50).
- 2) To manage all building operations on an ongoing basis.
- 3) To manage performance of 11 full-time working staff (assistant manager, accountant, technicians, drivers, contract cleaners).
- 4) Key responsibilities include: managing the budget, liaising with the Board of Directors, monitoring building safety and security; leading the development of staff capacity and performance; building positive relationships with a diverse, multi-cultural community of co-owners and residents; and resolving problems as they arise on a daily basis.

This Manager reports to the Lake Green Board as well as to the Juristic Manager.

Job Requirements

- Essential
 - minimum of a Bachelor degree;
 - ability to communicate effectively in English (the common language spoken with most residents) and in Thai (the language spoken with staff);
 - ability to learn on the job and adapt;
 - practical problem-solving;
 - pleasant personality with an interest in interacting with people;
- Desired
 - prior management experience;
 - prior experience/training in a customer service industry;

Compensation and Commencement Date

As soon as possible. Salary range is 40,000 to 50,000 baht/month based on education and prior experience. There is an annual performance bonus and end of contract bonus.

Working hours are 9:00 am to 6:00 pm (Monday to Friday inclusive).

Contact

Interested candidates should email their details and CV in English to Khun Hawa at: buildingmanager@lake-green.com

Lake Green Condominium

Assistant Manager Job Role and Responsibilities

- 1) To assist the Building Manager in making Lake Green a comfortable, safe and pleasant home for its residents (Thai/Foreigner ownership is about 50:50).
- 2) Be involved in all aspects of building management, and directly responsible for supervising up to 10 full-time working staff (technicians, drivers, contract cleaners).
- 3) Key responsibilities include: monitoring building safety and security; supervising staff performance; building positive relationships with a diverse, multi-cultural community of co-owners and residents; and resolving problems as they arise on a daily basis.

This position is part of the senior management team and answers directly to the Building Manager.

Job Requirements

Essential

- minimum of a Bachelor degree;
- ability to communicate effectively in English (the common language spoken with most residents) and in Thai (the language spoken with staff);
- ability to learn on the job and adapt;
- practical problem-solving;
- pleasant personality with an interest in interacting with people;

Desired

- prior management experience;
- prior experience/training in a customer service industry;

Compensation and Commencement Date

Starting date is flexible, but as soon as possible

Starting salary during probation period is 30,000 baht/month but is negotiable based on prior experience. There is an annual performance bonus and end of contract bonus.

Working hours are 9.00 am to 6.00 pm (Tuesday to Saturday inclusive).

Contact

Interested candidates should email their details and CV in English to Khun Hawa at: buildingmanager@lake-green.com