

Intern Staff Requirement (#1)

1. Reservations / Admin (2 - 3 Positions)

- Specific Qualification :
 - o Majoring in English / Business English / Tourism / Tourism Management / Hospitality Industry Management (or related field)
 - o Flexible
 - o Able to work in a shift (06.30 – 15.30, 10.00 – 20.00, 13.00 – 22.00)
- Job Scope :
 - o Telephone & E-mail Correspondence / Admin Job / Guide & Driver Job Assignment
- Noted :
 - o Working Time → 6 Days / Week (Shift with Schedule)
- Contact Person :
 - o Khun Jha

2. Sales & Marketing (1 - 2 Positions)

- Specific Qualification :
 - o Majoring in Marketing / Business Administration / Hospitality Industry Management (or related field)
 - o Self-discipline / Self-Motivation / Self-Organized /
 - o Able to Ride a Motor-Bike or Car
- Job Scope :
 - o Dealing with Key Account / Sales Visit
- Noted :
 - o Working Time → Monday – Saturday (09.00 – 18.00)
- Contact Person :
 - o Khun Chock

3. Online Marketing (1 – 2 Positions)

- Specific Qualification :
 - o Majoring in Business Information System / International Business Management / Mass Communication (or related field)
- Job Scope :
 - o Build Up the traffic and new visitor through the Website, Facebook & related channel
 - o Create content
- Noted :
 - o Working Time → Monday – Saturday (09.00 – 18.00)
- Contact Person :
 - o Khun Chock

Intern Staff Requirement (#2)

4. IT (3 - 5 Positions)

4.1 **Web Designer / Web Developer (2 - 3 Positions)**

- Specific Qualification :
 - o Majoring in Computer Information System / Computer for Business / Information Technology / Computer Science (or related field)

4.2 **Web / Database Programmer (2 - 3 Positions)**

- Specific Qualification :
 - o Majoring in Business Information System / Computer Science (or related field)

4.3 **Graphic Designer (1 - 2 Positions)**

- Specific Qualification :
 - o Majoring in Computer Graphic / Digital Media / Information Technology (or related field)
- Job Scope (4.1 – 4.3) :
 - o Create & Checking User Interface
 - o Website Developing
 - o Website Designing
- Noted (4.1 – 4.3) :
 - o Working Time → Monday – Saturday (09.00 – 18.00)
- Contact Person :
 - o Khun Nong

General Qualification:

- o Male or Female (Thai National Only)
- o Service minded
- o Good command of spoken and written in English (**especially Reservations / Admin**)
- o Good computer literate (Microsoft Office and etc.)
- o Self-Organized, Self-Motivate, Self-Discipline, Flexible, Hard-working
- o Willing to work in team and able to work under pressure
- o Proactive with good interpersonal and communication skills (**especially Sales & Marketing**)
- o Able to travel and work on extended assignments, Punctual
- o Other Language (German, French, Japanese, Chinese, etc.) will be advantages

Document :

- o Resume with recent picture
- o Transcript
- o Copy of ID and House Registration

**** Northern Smile Travel & Touring Center might interview some candidates before the accept ****