



<https://karir.media/job/lowongan-kerja-community-manager-lulusan-1/>

Lowongan Kerja Community Manager Lulusan 1

Description

Deskripsi Pekerjaan

- Oversee and guide the professional development of the Community Associate, ensuring they are well-prepared and motivated to deliver excellence.
- Expertly handle member inquiries with a seamless blend of face-to-face, digital, and phone communication, consistently upholding a high standard of professionalism and warmth.
- Collaborate with our Marketing Manager to curate and host engaging community events with innovative strategies.
- Maintain an unwavering commitment to the highest cleanliness and space presentation standards.
- Cultivate deep connections with customers and provide an exceptional customer experience that mirrors the excellence of the MidPlaza and Ayana brands.
- Drive effective hot desk leasing and income from supplementary services and facilities, such as parking, meeting rooms, and event space bookings.
- Become an expert in the Coworking software platform OfficeRND, apps, and other integrated software systems utilised to manage our workspace effectively.

Job Requirements

- Possesses 2-3 years of proven experience in a senior customer service role.
- Thrives in dynamic environments, expertly navigating change with unwavering motivation, adaptability, and agility.
- A versatile team player with a knack for effortlessly wearing many hats.
- Masterful in time and task management, ensuring efficiency and productivity at every turn.
- A meticulous eye for detail evident in all facets of work.
- Boasts advanced communication skills and can engage with individuals across all organisational hierarchies.
- Exemplary in conflict resolution skills managing and mitigating issues as they arise.
- An understanding of businesses of all sizes and their unique challenges, with the ability to proactively anticipate and fulfil their needs.
- Skilled in the art of community-building, fostering a sense of belonging and collaboration.
- Able to speak Japanese it would be advantage
- Proficient in Microsoft Office tools and with excellent verbal and written communication skills.

Hiring organization

PT Karang Mas Sejahtera

Employment Type

Full-time

Job Location

Jakarta, Jakarta, Daerah Khusus
Ibukota Jakarta, Indonesia

Base Salary

6000000

Date posted

9 November 2023

Valid through

29.02.2024

