



The Royal Bangkok Sports Club

Job Advertisement

Ref : HR/J/045/2018

20th September 2018

The Royal Bangkok Sports Club is seeking suitable candidates for the following senior position:

Assistant IT Manager (ERP)

Requirements:

- Extensive knowledge of ERP systems
- Previous experience leading an ERP implementation
- Experience working in hospitality industry is preferred
- Provide visibility into progress through weekly status reports
- Successful management of ERP implementation from initiation through go live
- Deliver the project's primary end results on schedule and within budget
- Continually report on project progress and potential risks to steering committee
- Project Management Requirements – Develop and maintain project management documents:
 - Project schedule
 - Resource assignments
 - Task estimates
 - Document management plan (project documents, status reports, meeting minutes)
 - Facilitate team meetings; logistics (e.g. scheduling, agendas), keeping on agenda, capturing meeting decisions and actions, and managing meeting processes

Qualifications:

- 4 -8 years of project management experience
- Bachelor's degree preferred, PMI Certification preferred
- Proficiency in Microsoft Office required
- Ability to lead sessions to track rank tasks, features, scope or other project related items
- Must possess strong cross team/group/org collaboration skills; ability to foresee and analyze project risks, develop risk management plan and mitigate subsequent issues
- Must have excellent communication skills and strong project management skills
- Demonstrated proficiency in Microsoft Office required.
- If you possess the desired skills, are results-oriented, and desire working for rapidly growing company, we'd love to hear from you.

Interested person should send your applications including a detailed resume, reference, contact phone number, present and expected salaries via email to pimolphan.k@rbsc.org.

Pimolphan Kunprayot

Human Resources Manager

MP
PK/yk

- CC. - General Manager
- Division / Department Manager RBSC & RBSC Polo Club
- Notice Board