



Host Employer:	Coliving Concept Co., Ltd. (Alt_ChiangMai)
Internship Position:	Internship for Coliving and Coworking Operations
Industry:	Entertainment/ Hospitality/ Tourism
Department:	Coliving and Coworking
Duration:	2-3 months
Internship Location:	Chiang Mai, Thailand
Job Code:	A101
Company Website:	altcoliving.com

Our mission is to create an enriching space that goes beyond coliving and coworking. We are dedicated to fostering a vibrant community where individuals can thrive, connect, and grow. Through our thoughtfully designed spaces, we aim to enhance productivity, inspire meaningful relationships, and facilitate personal growth. We believe in the power of collaboration, open-mindedness, and democratic values. By providing a supportive environment and a range of amenities, we strive to make the travel and working lifestyle as easy as possible. Our commitment to authentic experiences and values-driven practices sets us apart as we create a space that truly feels like home

Job Summary

We are looking for a motivated and enthusiastic Operations Intern to join our team for a 2-3 month internship. This is a great opportunity to gain hands-on experience in the coliving and coworking industry, contribute to the daily operations of our spaces, and immerse yourself in a vibrant and dynamic community.

Related Disciplines

FB, FH, SHTM

Key Duties and Responsibilities

1. Assist in Daily Operations:

Support the day-to-day operations of our coliving and coworking spaces. Ensure common areas are well-maintained and conducive to a productive work environment. Assist with check-ins, check-outs, and overall guest experience.

2. Community Engagement:

Collaborate with the community manager to organize and promote community events. Facilitate communication with residents and address their needs and concerns. Contribute creative ideas to enhance the overall community experience.

3. Assist with Events and Workshops:

Coordinate and support the execution of events, workshops, and networking sessions. Help set up and manage event logistics to ensure smooth execution.

4. Collaboration with Cross-Functional Teams:

Work closely with the sales and marketing team to promote our spaces and attract new residents. Collaborate with the construction and project management team for ongoing and upcoming property developments.

5. Data Entry and Administrative Support:

Assist in maintaining accurate records of resident information and feedback. Provide administrative support to various departments as needed.

Job Requirements

Essential Attributes:

1. Currently enrolled in a relevant degree program (hospitality, business, management, etc.) or recent graduate.
2. Strong organizational and multitasking skills.
3. Excellent communication and interpersonal skills.
4. Enthusiastic about community building and customer service.
5. Ability to work independently and as part of a team.

Desirable Attributes:

1. Well traveled
2. Understand cultural diversity
3. Can speak more than 2 languages fluently
4. Understand tech trends (AI, Crypto, Social Media etc)

Language Requirements

English (Spoken), English (Written), English Reading

Working Days and Working Hours

5 days work week, 8hrs per day.

Benefits provided, if applicable

Accommodation