



## **Job description: Internship Backoffice (m/w/d).**

### **About Ashoka Ayurveda:**

Ashoka is the Sanskrit word for “free from worry”. Someone who is ashoka is free enough to give pleasure to others. Ashoka is being, knowledge and bliss. That’s why we chose this name, because our guests have been experiencing joy and happiness with our treatments and our care since 2007. Our spas and treatment centres are found in unique and beautiful locations. They specialise in the 5 elements of nature, traditional knowledge, teaching, and healing. To achieve our goal of rediscovering the true nature of our self, we work with the ancient healing art of Ayurveda. Holistic wellness in syncronisation with lifestyle-enhancing, fun, and complementary aids is available to all who want to imbue their lives with happiness and peace.

### **Professional requirements:**

You are interested and enjoy working in a holistic health center

You have good communication and team skills

You work independently and reliably, with high quality standards

You have a sense of responsibility, neatness and accuracy

On days with a high number of guests, you can work calmly and are resilient

Language skills: English (fluent spoken and written); German & Portuguese as well as other languages are beneficial

### **Your tasks:**

Communication and emanation of the Ashoka philosophy

Support of the cure office in the following tasks:

- Booking of treatments
- Preparation of treatment plans
- Coordination of therapists and yoga teachers
- Preparation and follow-up of customer meetings
- Preparation of customer feedback for management
- Control of incoming and outgoing goods (stock control)
- Preparation of the cure center for the next day



**We offer:**

- An internship for 1-3 months
- An attractive location that combines work and relaxation
- Personal career plan and numerous development and training opportunities
- Fixed-term employment contract with the option of a long-term, open-ended contract
- Provision of accommodation if required
- Working clothes
- Discounts in all Ashoka locations and the associated hotels
- Highly qualified and nice colleagues
- Exciting and varied working environment due to the large number of restaurants and event options

**Carlos Camacho is your direct contact:**

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We look forward to you and your application.

Warm regards

Birgit Moukom & the Ashoka Ayurveda team