



**Job description: Backoffice & Guest relation (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.

**Professional requirements:**

You are interested and enjoy working in a holistic health center with international team members and guests

You have good communication and team skills

You work independently and reliably, with high quality standards

You have a sense of responsibility and accuracy

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

You have at least 2 years of work experience in an administrative position in a hotel or resort – if in a leading position this is beneficial

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

**Your tasks:**

Communication and emanation of the Ashoka philosophy

Execution and support of the team at the following tasks:

- Preparation, supervision and follow-up of the guests' cures
- Creation of client data; briefing of client information to doctors, coordination with management
- Planning of treatments and preparation of treatment plans in coordination with the medical team
- Informing guests about daily routines and programs
- Conducting customer talks (welcome & feedback talks)
- Processing customer feedback for management
- Stock control: incoming and outgoing goods control



- Supporting the accounting department with the billing of additional treatments and purchases in the shop.
- Support in preparing the cure centre for the next day (therapist schedules, check of treatment rooms)

**We offer:**

An attractive location that combines work and relaxation

Highly qualified and nice colleagues

Personal career plan and numerous development and training opportunities

A Fixed-term employment contract for 1 year with the option of a long-term, open-ended contract

Performance-related wages

Working clothes

Discounts in all Ashoka locations and the associated hotels

Exciting and varied working environment due to the large number of restaurants and event options

**Maurice Moukom is your direct contact:**

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We look forward to you and your application.

Warm regards

Birgit Moukom & the Ashoka Ayurveda team