



**Job description: Reservations & Bookings (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

You have at least 2 years of work experience in an administrative position in a hotel or resort

You have experience in the field of reservations and planning

You have knowledge

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:

- Processing of booking requests and delegation to the various trades.
- Advising clients on the selection of cures & retreats suitable for them.
- consultation and coordination with the hotel's reservation department and the spa office
- Planning of the cures in the administration system
- Ongoing overview of the occupancy rate and possible identification of capacity limits
- Preparation of reports for the management



**We offer:**

**Flexible work location:** The job can be done from any location. Residence in Madeira/Portugal is not mandatory.

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

Discounts in all Ashoka locations and the associated hotels

**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