

## **Receptionist at Sandycamps**

**Sandycamps is a Surf and Yoga camp based in Imsouane, Morocco. Created in 2016, Sandycamps is growing quickly and looking for a receptionist to provide amazing holidays to guests, from their online booking to departure. Under the supervision of the Camp Manager, the receptionist will manage guest requests, arrivals and departures, and reception related activities, while ensuring a positive and safe environment. This is a full-time volunteer opportunity of minimum 1 month, up to 3 months.**

Going abroad to work is a great way to gain experience and can be extremely enriching. We are glad to offer our team a wonderful environment to work and evolve, in a beautiful 4000m2 camp on the Moroccan Atlantic coast.

Our guests come from all over the world, the season being from September to May. English is the common language at the camp. This position is much more than a hosting position, it's about caring for people, colleagues and guests, throughout their stay, and creating a nurturing, fun and unforgettable experience!

### **Job duties include but are not limited to:**

- Welcome guests on arrival and attend departures
- Verify bookings before arrival to prepare the check-in
- Do check-ins and check-outs
- Supervising room cleaning and availability
- Be present at the reception during opening hours
- Be available for any questions and problems
- Manage Sandycamps offers on partner website and update information
- Participate to animations and organization (karaoke, charades, slackline, etc.)
- Make sure guests are provided with a constant (and high) level of service
- Answer feedbacks, follow-up after their stay
- Participate to staff meetings and activities upon request

### **Mandatory:**

- Minimum experience 1 year in tourism/hospitality being in direct contact with guests
- Excellent computer skills and technology-savvy
- Fluent in written and spoken English (a good spoken level of French is a plus)

### **Essential:**

- Reliable and punctual
- Committed and involved to offer a quality work
- Very sociable
- Organized / plan ahead
- Eye for details
- Anticipate needs/take initiatives

### **What we offer:**

- 3 meals everyday
- Shared room in staff accommodation at Sandycamps
- A dynamic team work in a good atmosphere and beautiful set-up next to the ocean
- Gain experience and additional skills in a multilingual environment
- Free use of team surf equipment
- Free access to yoga lessons on day-off
- Possibility to join day-trip to Essaouira