

HOTEL THE MONKEY HUT

www.themonkeyhut.net

LAGUNA DE APOYO (CATARINA, MASAYA)

NUEVAS OPORTUNIDADES DE TRABAJO DISPONIBLES / NEW JOB OPPORTUNITIES AVAILABLE

Jueves 5 de Diciembre, 2013/ Thursday 5th December, 2013

Actualmente estamos ofreciendo dos puestos de trabajo:

The Monkey Hut is currently offering two vacancies:

Since it is important to speak both Spanish and English fluently, the job description below is written in English. **Si No cumple con el mínimo de requerimientos que solicitamos por favor no aplicar a esta vacante.**

Always dreamed of working as a day-to-day receptionist at a beautiful hostel? Well, this might be your chance... Enjoy working in the most popular hotel of the Apoyo Lagoon...

The Monkey Hut is currently looking for **receptionists** (male or female) willing to run the daily administration of the beautiful hotel.

1) JOB OPPORTUNITY FOR RECEPTIONIST DURING THE WEEK (Monday-Friday)

STARTING ON DECEMBER 9, 2013

Among the duties that the job entails are:

- Welcoming and receiving guests (day visitors and overnight guests) and explain them everything they need to know about our services
- Registering guests according to the INTUR requirements and Migration laws, and keeping these books updated.
- Receiving reservations via email and telephone and follow-up on emails until the reservation is confirmed or cancelled.
- Attending calls
- Coordinating the maintenance/cleaning staff at the beginning of the day
- Looking in a proactive way for information that can be interesting and helpful to our guests, such as: reports on local activities, information report on the Laguna, transport information, special festivities and activities in Nicaragua (especially around Masaya and Granada), promotion of The Monkey hut hotel, etc.
- Organizing all formats and materials that can help to recollect information on our guests
- Keeping all the information at the reception desk updated and well organized.

- Being a back-up for the cashier; managing the daily cash flow and basic accountancy
- Overseeing the staff and the upkeep of the property
- Socializing with guests and helping them to solve any problem or complaint about our services.

Minimum Requirements:

- Minimum 1 to 3 years of work experience in the tourist sector or similar sectors.
- Basic knowledge of accountancy/calculation and cash administration
- Basic knowledge of Excel
- A very good conversational knowledge of both Spanish and English
- Minimal 3rd year of college or a University Degree
- Being social, creative, proactive and well-organized
- Preferably having legal residency in Nicaragua (or Nicaraguan nationality)
- Commitment of at least 1 year or more.
- The receptionist sleeps at The Monkey Hut (in their own private room)! Week receptionists enter on Sunday night or Monday morning and stay until Friday night or Saturday morning

Benefits:

- Works from Monday till Friday
- A highly competitive monthly salary with opportunities to grow
- A challenging job
- Free Wi-fi
- Free coffee
- Cheap drinks
- Free accommodation (private room for overnight stays)
- Free Monkey Hut T-shirts
- Fun colleagues
- Opportunity to improve your English and gain experience in the tourist sector
- And... the most beautiful backyard in the world...

2. JOB OPPORTUNITY RECEPTIONIST FOR WEEKENDS (Saturday - Sunday)

STARTING IN DECEMBER, 2013

Among the duties that the job entails are:

- Welcoming and receiving guests (day visitors and overnight guests) and explain them everything they need to know about our services
- Registering guests according to the INTUR requirements and Migration laws, and keeping these books updated.
- Receiving reservations via email and telephone and follow-up on emails until the reservation is confirmed or cancelled.
- Attending calls

- Coordinating the maintenance/cleaning staff at the beginning of the day
- Looking in a proactive way for information that can be interesting and helpful to our guests, such as: reports on local activities, information report on the Laguna, transport information, special festivities and activities in Nicaragua (especially around Masaya and Granada), promotion of The Monkey hut hotel, etc.
- Organizing all formats and materials that can help to recollect information on our guests
- Keeping all the information at the reception desk updated and well organized.
- Being a back-up for the cashier; managing the daily cash flow and basic accountancy
- Overseeing the staff and the upkeep of the property
- Socializing with guests and helping them to solve any problem or complaint about our services.

Minimum Requirements:

- Minimum 1 to 3 years of work experience in the tourist sector or similar sectors.
- Basic knowledge of accountancy/calculation and cash administration
- Basic knowledge of Excel
- A very good conversational knowledge of both Spanish and English
- Minimal 3rd year of college or a University Degree
- Being social, creative, proactive and well-organized
- Preferably having legal residency in Nicaragua (or Nicaraguan nationality)
- Commitment of at least 1 year or more.
- The receptionist sleeps at The Monkey Hut (in their own private room)!
Weekend receptionists enter on Friday night or Saturday morning and stay until Sunday night or Monday morning

Benefits:

- Works on Saturday and Sunday
- A highly competitive salary with opportunities to grow
- A challenging job
- Free Wi-fi
- Free coffee
- Cheap drinks
- Free accommodation (private room for overnight stays)
- Free Monkey Hut T-shirts
- Fun colleagues
- Opportunity to improve your English and gain experience in the tourist sector
- And... the most beautiful backyard in the world...

Interested?

Send us an email, your CV (in Spanish or English), a **motivation letter in English**, 3 references and a recent police record to Lic. Virginia Rivera at monkeyhutlaguna@gmail.com

Note: applications which do not include a motivation letter in English will not be considered!

For more information on the vacancy, please send an email to Lic. Virginia Rivera (monkeyhutlaguna@gmail.com) or call Lic. Virginia Rivera at 87134919

If you don't fulfil the minimum requirements as written above please do not apply for this vacancy / Si no cumple con el mínimo de requerimientos que solicitamos por favor no aplicar a esta vacante.

For more information on our hotel, please visit our website at www.themonkeyhut.net

The Monkey Hut – Laguna de Apoyo (Catarina/Masaya)

Para reservaciones por favor llamar al 8366-9986 o escribirnos a monkeyhutlaguna@gmail.com