

## Job offer: Receptionist on the beach

### Who are we?

We are Punta Dive Ibiza by Diveststar International, one of the biggest divecenters in Spain, with 3 divecenters located on Ibiza and 20 members of staff running around at any given day. We teach all PADI courses and operate dive excursions everyday with our 2 dedicated boats. We take customer friendliness very seriously, as you can see by our multiple PADI Awards and Tripadvisor reviews.

### Who are you?

You are a good teamplayer, fluent in English and Spanish and you are able to work in a dynamic, sometimes stressfull position, while always keeping the customers in mind. You need at least affinity with recreational scubadiving and if you do not have a basic scubadiving certification, we will provide you with one. You need to be able to work well with Microsoft Office (outlook, excel, word and so on) and eager to learn to work with our CRM as well. Education and/or experience in accounting or business administration is needed too.

### What will your job be?

You will be the primary person to answer the telephone which will be mostly in English and Spanish. Furthermore you will be processing payments, making sure all our customers fill out the right paperwork and putting them in our CRM system, planning our customers for their courses or diving excursions, some bookkeeping, etc. The position will be for 6 months, we work 6 days a week and we are looking for people that are interested in working for us for multiple seasons. If you speak more languages (especially German, French, Dutch and/or Italian) that would be many bonus points...

### Why work for us?

We have a very diverse team, with people working with us from all over the world, all very enthusiastic and passionate about scubadiving and Ibiza. Your office will be right on the beach, with our official employee clothing policy being flipflops, T-shirts, swimming shorts, bikini's and so on. As soon as you arrive at our centre you will feel the amazing atmosphere. Next to a decent salary we also provide breakfast and dinner for you and the rest of the team.

Op al onze transacties zijn onze Algemene Leveringsvoorwaarden van toepassing zoals vermeld op onze website. Deze sturen wij je op verzoek ook kosteloos toe.