

Reservations & Guest Services Coordinator

(minimum commitment: 3 months)

Join a team of people dedicated to self-growth, transformation and sustainability at Anahata Yoga Retreat, Golden Bay, New Zealand.

We are a Charitable Health and Education trust where we live and share a yogic lifestyle dedicated to the principles of Serve, Love, Give. We value sustainability and uphold a regular rhythm of yoga, meditation, relaxation, chanting and other yogic practices. Over the summer months, the retreat will offer Yoga Lifestyle Courses and Yoga, Relaxation, and Meditation Teacher Trainings. At other times of the year, we are open to Venue Hires from other groups.

Ideal skills for the Reservations & Guest Services Coordinator role include:

- **Efficient Communication**
Ensuring all emails and phone calls are answered in a timely manner.
- **Customer Service**
Ability to relate to our potential guests and encourage them to join our Courses, Retreats, and Trainings.
- **Guest Service**
Ensuring guests and visitors needs are met so they have a positive experience at Anahata.
- **Data collection, entry, and distribution**
Entering information into all current systems thoroughly and efficiently and liaising with all departments where required to ensure smooth operations.
- **Working well in a team environment**
Working with the General Manager and other Department Supervisors to implement new processes and procedures where required to ensure smooth retreat operation and guest satisfaction.
- **Bookshop**
Keeping our product offerings current in our physical and online shops. Stock takes, re-orders, and presentation.

What Anahata has to offer:

- Accommodation (shared)
- Vegetarian meals provided daily
- Regular yoga, meditation, relaxation, mantra and other yogic practices
- A safe and protected environment with like-minded people
- Personal guidance from Swami(s) and experienced teachers
- Karma Yoga teachings for personal growth
- A wood-fired sauna

- Organic vegetables grown in the garden
- Discounts on healing treatments and Yoga Retreats
- Saraswati Library

The first month is a trial to learn our yogic principles and make sure the environment is a right fit from both sides. With a minimum commitment of 3 months, remuneration, including opportunities for educational yoga courses can be agreed upon.

We are open to discussing individual circumstances and your needs based on your skills and length of commitment to being at Anahata.

If you feel this is the right opportunity for you, please contact us on yoga@anahataretreat.org.nz for an application. If your application is successful, we will contact you for an interview. Please only apply if you are currently in NZ or have an NZ passport or permanent residency.