

# ALL ROUNDER / MANAGER

## YOUR TASKS:

- Organization, coordination of day-to-day business
  - Sales control
  - Management of the main cash desk
- Control of income and expenditure in the various areas (hotel, surf school, bar)
  - Accounts payable and accounts receivable accounting
  - Coordination and preparation of the budget for the various areas
- Compliance with and monitoring of work processes (bar, surf school & hotel areas)
  - Preparation of profitability calculations
  - Preparation of cash flow forecasts
- Preparation of monthly financial statements in conjunction with external consultants
  - Preparation of check lists, cleaning schedules, etc.
- Correspondence & communication with partners, customers, etc.
  - Optimal personnel deployment plans
- Personnel administration (registration and deregistration of employees)
  - Coordination of the front office (check-in, check-out, etc.)
    - Monitoring and coordination of bookings
    - Management of room allotments
    - Marketing coordination

## WE EXPECT:

- Professional experience in tourism
  - Commercial training or business studies
- Commitment, ability to work in a team and an independent way of working
  - Eager to learn, interested and enthusiastic
  - Friendly, helpful and personable demeanor
- Sense of responsibility, reliability, good time management skills
  - Interest in surfing, nature and life by the sea
  - Language skills: German, Spanish, English

## WE'RE OFFERING:

- Free board and lodging (breakfast and dinner)
- Performance-related pay and Spanish social security
  - Period: May to October
  - 6 days a week, 1 day off, Varied work
  - Relaxed atmosphere
  - Walking distance to the surf spot
- The opportunity to contribute and implement your own ideas

If interested, send us an e-mail to [office@liquid-surf.com](mailto:office@liquid-surf.com) explaining why you would like to become a part of our team. Please include your CV with a photo and the job title you're applying for.