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60109

Receptionist

- Full time 5 days/week
- Starting now
- Minimum commitment of two years
- Salaried position
- 8 hours per day
- 1 Weekly meeting 4:30-6 pm
- Pay on 15th and 30th of the month
- Competitive salary
- Medismart & additional benefits

Responsibilities:

This position is diverse and multifaceted. The receptionist reports to, and is managed by Carlos Camacho, the MBG General Manager, but will work closely with all staff. The position duties include, but are not limited to:

- Attending guests of the MBG, taking payments and making electronic receipts
- Coordinating the guided tours and guides
- Producing daily sales reports and imputing all data into internal spreadsheets
- Sorting and replying to emails, social media comments and DMs
- Taking reservations via phone and email
- Ensuring all communications have been replied to by you or the appropriate staff person within a reasonable time period
- Managing the reservation calendar
- Communicating changes in policy to our providers
- Making orders such as food, cleaning supplies, and gift shop stock
- Assisting in scheduling the director's activities, eg. talks and interviews
- Minor bookkeeping/ data entry of expenses for the accountant
- Billing agencies
- Keeping reception and public bathrooms tidy and presentable
- Light cleaning of shared spaces
- Assisting with the management of the gift shop, including sales, inventory and purchase orders
- Attending bi-monthly evening team meetings and dinner at the MBG (5-7 pm)

* A knowledge of arthropods is not necessary to apply.

*We hire people, not positions, the responsibilities of each employee are modified and refined based on what they do best, their skills & interests, and what they most enjoy doing.

As a small organization, we need all our staff to be available to help with anything that needs to be done; therefore the list of responsibilities above is not an exhaustive one. We reserve the right to change or modify the responsibilities of the position to fit the MBG's needs and your skills. Any modifications are discussed with the employee.

Details:

- Probationary 3-month training contract
- 5 days a week including some Saturdays, Sundays and Holidays
- 8 hours per day
- Mandatory evening staff/ volunteer meetings 2-4 times per month
- Paid on the 15th and the 30th of each month
- All legal benefits
- Additional benefits after 3 months such as Medismart, continued learning support etc
- Contract renewal after 3 months, if all parties are in agreement

As an organization, we encourage professional development and continued learning. You are welcome to join the interns in learning about Tropical Entomology and Science Communication.

To Apply:

- Send your cover letter & resume addressed to Bryna Belisle, in spanish or english via email to Monteverdebutterflygardens@gmail.com
- In your cover letter, please tell us why you want to work for the MBG as the intern coordinator, how your personality, skills, experience etc... make you stand out, and what goals you have working with us.
- Give us just your best, send a 1-2 page resume with the most relevant info
- No need to send copies of diplomas or certificates etc...

Only complete applications sent via email will be considered



Bryna Belisle
Director, Science Translator