

# HUTTOPIA

## Front Desk Agent/Receptionist

### **Have you ever wished you could work and live in the great outdoors?**

Give meaning to your work, choose nature as your living environment, evolve with confidence within the company and be part of a common adventure to build an alternative project: this is what Huttopia is offering you...

Huttopia invites its clients to disconnect from everyday life, to get closer to nature, to reconnect with their loved ones and to discover new horizons and new cultures. An innovative leader in ecotourism from Europe for over 20 years, Huttopia is pursuing steady development in North America and internationally (France, Netherlands, China). In 2021, Huttopia manages over 60 'outdoor resorts' with glamping-type accommodations.

In North America, Huttopia will operate 5 outdoor resorts in 2021 in Québec, New Hampshire, Maine, New York and California. Each resort has over 80 'ready-to-camp' accommodations, a restaurant, a camp store and diverse activities.

### **Duties & Responsibilities**

- Book and manage reservations using our internal software.
- Assist guests during check-in and check-out
- Manage payments and cash
- Actively participate in management meetings
- Answer guests' inquiries and provide tips + advice on current activities in the region
- Ensure proper communication with the maintenance, restaurant, and housekeeping teams.
- Perform all other related tasks

### **Profile**

- Strong interpersonal and listening skills
- Proficiency in English required (written and verbal)

### **Working Conditions**

- Different contract durations are available for the Summer 2021 season:
  - May to October
  - Mid-June to Mid-September
- Full-time position (Part-time also possible)
- Possibility of onsite lodging, upon availability

### **How to apply for this position?**

Please send your resume to [reception@huttopia.com](mailto:reception@huttopia.com).

If your resume is selected, you will be contacted shortly for an interview (interviews are held via Microsoft Teams, or on site).