

Position Receptionist
Location Albagnano Healing Meditation Centre (AHMC)
Contract type Full-time, fixed-term

Profile

The Receptionist is the first point of contact for all people visiting the Albagnano Healing Meditation Centre, and plays a key role in creating the conditions for a welcome that aligns with the mission and principles of Kunpen Lama Gangchen.

Essential requirements

- Minimum 2 years' experience as a receptionist in hospitality facilities
- Excellent knowledge of Italian and English
- Strong aptitude for hospitality
- Kindness, diplomacy, patience
- Reliability, punctuality, and accuracy
- Excellent stress-management skills, discretion, and resilience
- Excellent knowledge of Google Workspace, Excel
- Ability to use management software (Slope)

Professional skills

- Managing multichannel bookings
- Administrative management skills
- Clear and kind communication, both verbally and in writing
- Managing multiple tasks simultaneously and efficiently
- Ability to listen to and understand the needs of guests and visitors of different nationalities
- Organizing workflow in coordination with management and other departments
- Building and maintaining positive relationships with stakeholders

Responsibilities

- Guest reception
- On-site and remote customer support
- Booking management
- Promoting and communicating events and activities
- Administrative management — payments, invoicing, and basic accounting
- Handling of correspondence and packages
- Logistical support for event and room management

What we offer

- A work environment focused on collaboration and mutual respect, with a strong orientation toward mental and spiritual well-being
- A workplace immersed in nature
- Full-time, fixed-term, level 5 CNL Turismo
- Meal benefits

Application

Send your CV and a cover letter to: hconnections@kunpen.it