



Position: Business Office Manager- Miami

Begin: January 7, 2015

Responsibilities

- Organize and prepare CIS (Client Information Sheets)
- Create and send Trip Itineraries to Clients and CVL Staff
- Provide client details to Elisa for trip follow-ups
- Coordinate Accounts Payables/Receivables/Deposits/Office Budgets/Payroll
- Conduct and liaise audits with Accountant
- Trade Show registrations and orders
- Prepare letters, presentations, quotes, reports, and invoices
- Manage the office area and take calls/reservations
- Arrange any training needed for staff
- Report directly to Senior Fishing Consultant
- Evaluate office procedures to find more efficient processes
- Fulfill online gift shop orders
- Coordinate with Dir. of Marketing for promotional materials and uniform orders
- Communicate effectively with Guatemala Office

Skills

- Bachelors degree
 - Good planning and organizational skills
 - Well-developed interpersonal and communication skills
 - Professional appearance and manner
 - Computer literacy (Exchange, Word, Excel)
 - Ability to negotiate effectively
 - Problem solving skills
 - Work well and calm under pressure
 - Spanish/English language preferred
 - Team player
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- ❖ Salary starts at \$25,000/year; negotiable based on experience
 - ❖ Submit your resume to jobs@casaviejalodge.com