

Cape Town, Sunset Beach, 4th September, 2020

Kitekahunas - Advanced Kitesurfing School - located in Sunset Beach, Cape Town, South Africa offers two or three weeks beginners kitesurfing crash courses, from zero to hero, with beginners advancing from complete beginners to fully independent kitesurfers. Also we offer advanced wave kitesurfing courses for wave novices and wave camps for experienced wave kitesurfers. Our customers are mainly from Europe, Middle East, America and South Africa. Our season is beginning of October until end of March. You can find more information on what we do at www.kitekahunas.com

We are looking for an

Assistant Manager – Kitesurfing School & Kitesurfing Guesthouse

starting on 12th October 2020. You will be employed on a contract basis during our season until 5th April the following year on a full-time basis (40 hours per week).

You will be assisting the manager in all operational and administrative tasks of the school. You will also help to manage our new luxury guesthouse, assist with checking in students, selling courses, accepting payments, all day-to-day operational tasks, planning of the day, help to keep the school room tidy, also by guiding our cleaning staff, our Instructors and our Intern, check-out equipment for students, assist in all marketing related tasks.

You come ideally from a hospitality/hotel/guesthouse background or similar. You are used to high performance, also when you work under pressure. You are organised, friendly, flexible, and ready to help wherever help is needed. Then this is the perfect job for you!

It is out of advantage if you have helped in managing a watersports school or station or guesthouse or hotel before, or if you come from the hospitality industry. This job is great for someone who loves to work with many different customers from all over the world, who can perform a variety of tasks in a quick manner, who has the attention to detail and is used to work in a professional administrative environment.

We expect that you stay professional and friendly to our customers and loyal to the company at all times. Most of our customers come from overseas, you must be fluent in English (verbal/writing), and German or other languages are of advantage. **We look for somebody long-term, and this job will give you the opportunity to escape European winters every year.**

The task are more specifically:

- Help leading the entire team, instructors, interns, drivers, cleaners, etc.
- Assist the manager in all kitesurfing and guesthouse related operations

- Conduct and lead regular team meetings
- Sales work: Hand over enquiries by potential customers to the manager
- Assist in all daily operations of the school and of the guesthouse
- Book in/check-in new customers into our new guesthouse,
- Check-in students, issue invoices, accept payments, do the paper work with them, handing them over to the instructors
- Follow up with instructors to ensure they have done their students reports
- Decide on a day-to-day basis about the programme of the day together with the manager, in the morning (dependent on wind and swell) and advise instructors / inform students.
- Assist in all marketing related tasks for KITEKAHUNAS. In particular online marketing and new/social media marketing.
- Sometimes create ads, flyers, posters ... with Photoshop or Corel Draw (a basic knowledge of these software programmes is important; if you do not have these skills, you will need to be ready to learn.
- Supervise the maintenance of our schooling equipment (kites, bars, boards, radios and helmets), daily course briefings, keep and check time sheets for our staff, so that things are always in good order, and to guide our staff in this respect.
- Help to keep our school rooms tidy, do inventory checks, keep gear in good order etc.
- help to supervise our Intern "Online Marketing" on the following tasks / or take over these tasks:
 - photo shoots and compilation of photos for our students to take home.
 - photo and video shoots and prepare photos/video feedback for our instructors.
 - online marketing in forums, web sites, Google AdWords/ Facebook, Instagram
 - newsletter marketing.
 - continuous improvement of our offering and positioning.
 - interviewing of guests after their courses with us to collect their feedback.
 - obtain and compile reports from guests for our Facebook page.
 - sometimes creating ads, flyers, posters ... with Photoshop or similar.
 - Other

You should ideally have the following skills, or readiness to acquire these skills before or at the beginning of your job:

- Experience from the hospitality industry / hotel / guesthouse / kitesurfing station / restaurant or similar
- You should be at least 24 years old and have a proven track record in a similar position or in the hospitality sector
- A very accurate work style, attention to detail.
- Be able to work in a professional environment and perform well under time pressure
- Be flexible and loyal to the company/ management of the school
- MS Word, Powerpoint, Excel, basic skills
- Photoshop or a similar image editing programme, basic skills

- Editing of self-produced movies, basic skills will be of advantage
- Dreamweaver (HTML web sites editing), basic skills will be of advantage
- Experience in social media marketing (Facebook).
- Good verbal and written communication skills (other languages are out of advantage)
- Drivers licence
- You don't have to be a kitesurfer

The salary will consist of accommodation in our luxury guesthouse, a base package and a performance related portion (e.g. sales commission for helping selling courses, wave camps, and equipment to our customers).

A well performing Assistant Manager should expect an extra monthly income of R 6.000 to R 8000 or more, and accommodation in our luxury guesthouses, 50m from the beach will be provided.

We work all days during season (so there are no week-ends, no public holidays and no holidays), off-time are only no-wind-days. Overtime leave has to be taken during off-season (April -September each year).

About Cape Town / South Africa

Apart from kitesurfing, Cape Town is one of the world's top holiday destinations with hundreds of attractions to visit, beautiful people and sizzling nightlife. It has been elected by normal holiday-makers often as the top travel destination in the world.

In Kitesurfing: Cape Town is considered to be the world's kitesurfing capital, and the Mecca of wave kitesurfing. Many kiteboarding Pro's are training here during our season. There are also lots of social activities amongst kitesurfers and competitions to meet these people. Cape Town is one of the top holiday destinations in the world!

Please expect the following expenses

Living: We will be able to provide accommodation in our new luxury guesthouse in Sunset Beach.

Food: Expect for meals in restaurants between R 100 (pizza with beer) and R 200 (steak with wine or sushi with wine).

Transport: We have the new tramway bus running from Sunset Beach directly to Cape Town CBD and Greenpoint. This will cover most of your transport needs. You don't need a car. Should you require a rented car, you can arrange on your own or share with other staff. Prices are around R 4000-5000 per month for long-term rental.

We offer a long-term opportunity for you. We are only interested in applicants who are looking for a long-term relationship.

Please send your application letter, CV and at least one reference to mail [at] kitekahunas.com

P.S.: For foreigners: When looking at the above Rand figures, please note that you cannot just apply the exchange rate into EUR or USD, as the buying power of the Rand in South Africa is much higher then when you exchange it into EUR or USD and purchase in Europe or US. The offered payment is in line with the market. Average salary here for an employee is about 4k-8k Rand per month. A professional earns 12k Rand or more.