



Personal Assistant to The Director

Job Profile

- ★ A key role at the heart of an exciting young business, blending operations, sales and travel.

About The Business

Origins Africa Retreat is a unique new eco-lodge, designed for retreats that embrace the adventure of Africa in real comfort that's kind to the planet.

Our clients are retreat leaders – especially yoga teachers – who want both an exceptional venue and a full support service on the ground.

We are headquartered in Edinburgh, Scotland, with Founder Dave Brown splitting his time between there and the retreat in Tanzania.

About The Role

As Dave's Personal Assistant, you will be his right hand: the organiser of the business and his primary representative.

Dave is a very hands-on leader, directly involved in operations across the business. As the **organiser**, your job will be to ensure that his vision and directions are turned into clear plans, executed and followed up.

As Dave's **representative**, you'll be a strong, likeable and authentic voice of the brand; the go-to person for potential clients, staff and suppliers.

On the sales side, you will work with Dave to develop our marketing, create systems to turn interest into bookings, and liaise directly with customers by phone and email.

On the operations side, you will assist with managing the final stages of the lodge building, recruitment and training of our expanding team, and administration of bookings.

This is an exciting time to join Origins. For two years we've been building a truly unique facility, and now it's time to show that to the world as we gear up to opening.



About You

You'll have experience working in the operations of entrepreneurial business with a strong commercial focus, ideally as a PA or EA.

You'll be a brilliant organiser, with strong administrative skills (able to quickly create flawless documents, set up systems and processes, and ensure the details of every plan are followed through).

You'll be bubbly and likeable with a natural flare for great customer service.

You'll be a very clear communicator, with excellent spoken and written English.

You'll be flexible with the approach of getting the job done rather than clocking set hours.

Location

Our Head Office is in Edinburgh, so being based there is obviously a benefit. However, there is flexibility for this to be a substantially remote role to fit around the strongest candidate.

You will ideally spend some of your time at the retreat in Tanzania (for which all travel and other necessary expenses will be paid), but again there can be flexibility for the best candidate.

Salary & Benefits

- ★ An attractive pay offer will be made based on what the successful candidate can bring to the role.
- ★ MacBook, iPhone and other necessary equipment will be provided.
- ★ Flexible working that focuses on results not hours.
- ★ A chance to be part of an exciting premium travel brand from its early days.

Application

To apply, you must submit your CV along with a carefully considered covering letter that sets out clearly how you meet the criteria above and why you feel this is the right role for you to jobs@originsaficaretreat.com

Your covering letter must be entirely your own work, and you should expect to be challenged on it during interviews.