



# uVolunteer

A Volunteer Overseas Agency

## Enrollment Officer For uVolunteer Travel Company

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### **JOB DESCRIPTION**

This role is an administrative role where and you will be in charge of all inquiries, sales, applications and pre-arrival information for participants of our programs. The role is strictly an office SALES and CONTENT creation position. You will need to be native English speaker or bilingual and be prepared to live in San Ramon, Alajuela, Costa Rica. No exceptions!

### **Responsibilities**

- Responsible for responding to all sales leads and inquires
- Providing customer service via telephone and online
- Coordinating all participants pre-arrival Information
- Produce content to our online journal, website and program information
- Written Content creation (in English) for our marketing material
- Becoming involved in other aspects of our volunteer management when required

### **Requirements**

- Excellent Sales Skills
- Excellent customer service skills
- Excellent English a must. Intermediate Spanish language skills
- SUPERIOR written and oral communication skills. Must write English fluently and be exceptional writer and speak English without accent.
- Write copy for the web and marketing publications
- Knowledge of SEO a plus
- Hard worker, bright, creative thinker, highly organized & ambitious
- Proficient in MS Office & Windows
- Be a self-manager, motivated, detail oriented, adaptable and goal-oriented

**To apply:** Send CV and covering letter to [info@uvolunteer.org](mailto:info@uvolunteer.org). Subject MUST be: ENROLLMENT OFFICER JOB POSITION

