



We are HIRING for 2025

JOIN US AS VILLA MIELA'S ADVENTURE HOSTS

For over 15 years, Villa Miela has been the base for our activity holidays and retreats at Lake Skadar National Park. It offers a unique guest experience to enjoy an escape in nature. Driven by passion, sustainability and warm hospitality, we are looking for a dynamic, like-minded couple to help us deliver an exceptional 2025 season.

WHAT YOU OFFER

- Enthusiastic, highly responsible, personable team player with excellent communication skills and problem-solving abilities.
- Customer-facing experience in hospitality and/or tourism
- Outdoor sports and nature lover with a keen interest in sustainability
- Practical, and meticulous about cleaning and gardening
- Social media and content creation skills
- Can-do, flexible attitude
- Fluent English and ability to speak or learn Montenegrin
- Full clean **manual** driving license

WHAT WE OFFER

- **Live the Dream:** lifestyle role managing daily operations at our boutique eco-lodge at stunning Lake Skadar
- **Host Adventures:** assist our Tour Leaders with small groups kayaking, hiking, wild swimming and wine-tasting.
- **Grow Your Career:** Full training provided with our founders, with opportunity for permanent role
- **Competitive Salary:** dependent on experience
- **Great Perks:** Accommodation, free WiFi, no bills, vehicle, work permit, 2 days off per week
- **Join a Trusted Team:** work with a media-acclaimed travel company

More about THE ROLE

If you are looking to work together in a hands-on, seasonal position in sustainable tourism, somewhere wild and beautiful, this could be the role you've been looking for.

Villa Miela is a boutique eco-lodge operated by British travel company 'Undiscovered Montenegro' to run week-long small group activity holidays at Lake Skadar National Park, from April to October. Guests – up to 16 in peak season – enjoy an immersive 7-day package including a welcome dinner, breakfast service and 4 guided group adventure days to explore the incredible landscapes, rich nature, community and culture of our surrounding area by kayak, on foot and by 4x4.

The villa has seven guest bedrooms, 2 communal kitchen/living rooms, hillside orchard gardens, outside swimming pool, yoga deck, boules court and stunning views, surrounded by forest, wild flowers and abundant wildlife (wild tortoises, badgers, golden jackal and a plethora of birds!).

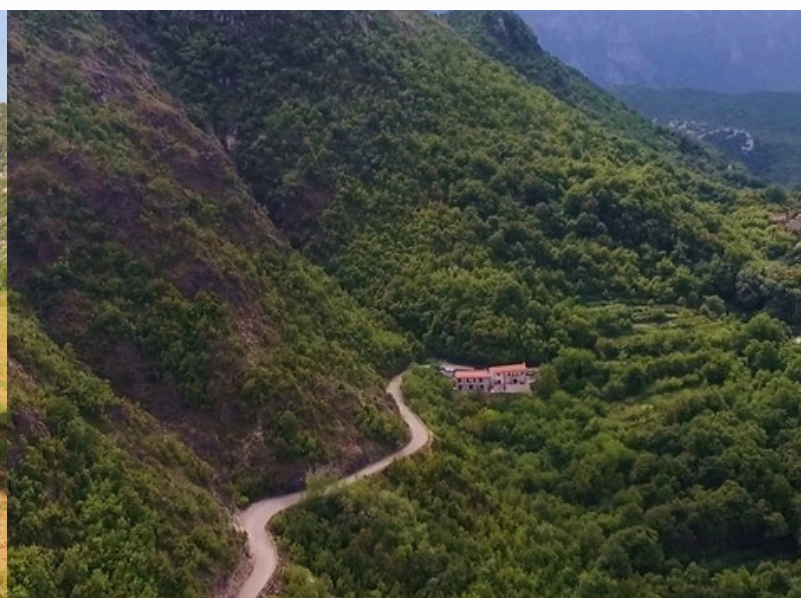
Now in our 15th year of operation, our breaks have won media acclaim and more than a decade of five-star guest reviews!

Our manager(s) will work alongside the two company founders to manage daily operations, swiftly progressing to running the villa themselves, with the help of two more junior members of staff. You will also assist our local adventure Tour Leader with running the adventures themselves.



RESPONSIBILITIES

- **Villa Operations:** Manage guest arrivals, departure, changeovers and housekeeping to maintain hotel-standard cleanliness. Coordinate with the owners, community partners and train and task two work exchange assistants.
- **Grounds and Maintenance:** Perform tasks such as gardening, watering, sweeping, strimming, power washing, pool upkeep, basic repairs and equipment checks to maintain guest-ready standards (e.g. bikes, kayaks, tour vehicles).
- **Guest Services:** Provide exceptional hospitality, assist with requests, organise transport, manage the guest WhatsApp group, take and share quality photographs and videos, provide useful insights and information and socialise
- **Guided Tours:** Assist the adventure Tour Leader with 1-2 activity days each per week (kayaking, hiking, wild swimming, wine tasting) for groups of 4-16. This will also involve liaising with our community partners and driving a 4x4.
- **Catering:** Prepare self-service breakfasts, cook and serve a welcome dinner for groups less than six (we contract a local chef for larger groups)
- **Sustainability Leadership:** Follow and promote eco-friendly practices, support and volunteer for local environment and conservation initiatives, and encourage guests to participate in recycling, clean-ups, waste reduction and wildlife respect.
- **Marketing and Social Media:** manage and grow Villa Miela's social media accounts and online reputation, including content creation; proactively seek positive reviews from guests for key online review platforms.
- **Administration:** Handle emails, coordinate with local businesses and community partners and provide monthly financial accounts for villa operations.



APPLY NOW!

Package:

Monthly salary from €900pp (gross) depending on experience, work permit if required, plus on-site accommodation comprising of one double bedroom with private bathroom in the villa, and a separate annex room that serves as a private office/living space with basic kitchenette.

Transport: use of an insured 4x4 vehicle is included (when not in guest use)

Working hours

This is no ordinary 9-5! There will be busy days, especially guest changeover day on a Sunday, but also plenty of leisure time. With 5 working days a week (including Sundays), this is a dynamic lifestyle role that requires flexibility. Occasional evening work is part of the job, and tour schedules may change due to weather. On days off, you must still be on call in case of guest or villa emergencies.

Timeframe:

Immediate vacancy. Initial contract will run until October 2025, with opportunity to extend to include off-season caretaking and/or renew for the full 2026 season.

How to apply:

Please send your CV and a covering letter to Ben and Emma Heywood at enquiries@undiscoveredmontenegro.com.

