

SOLE THERAPY

MEDICAL DAY SPA

We are looking for a Spa Coordinator to serve as our guests' first point of contact and manage all aspects of their accommodation. This job also requires behind the scenes support to our spa staff to ensure a smooth flow of our daily operations as listed in the duties below. If you have a knack for customer service and work experience in the spa/salon industry, we'd like to meet you. **Ultimately, you will help create a pleasant and memorable experience at our day spa establishment.**

Responsibilities Include:

- Welcoming guests, including processing check ins and check outs and providing information about services, rates and amenities.
- Taking payment
- Verify billing and process special requests
- Accountable for ensuring service standards are met and Guest needs are responded to in a timely manner
- Deep Cleaning
- Laundry
- Help to ensure a clean and safe work environment
- Various other tasks/projects given by Spa Management
- Prep for client care
- Stocking
- Become familiar with all services and products
- Take phone calls

Qualifications:

- High school diploma or equivalent preferred
- At least 1 year of guest service experience required, preferably in hospitality
- Basic computer skills
- Independent problem-solving skills
- Strong attention to detail
- Strong multi-tasking ability
- Ability to work in a team environment as well as independently
- Excellent communication skills, written and verbal
- Be able to bend, twist and lift up to 30 lbs.
- Pleasant demeanor
- Friendly personality
- Be attentive to staff needs with sense of urgency
- Ability to prioritize
- Superior customer service
- Self motivated and highly organized

- Ability to filter non work related distractions

A Plus:

- Social Media skills
- Previous HIPPA training
- Current in CPR/ First Aid training
- Knowledge in Quick Books

Hours: 12-15 hours/ week (must have flexible schedule)

Pay: starting \$13.50 pending job experience

Benefits:

Service and product Discounts

PTO (Holiday & Vacation)

Please submit a resume to: relax@soletherapydayspa.com