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# Example of Assistant Spa Manager Job Description

Our growing company is hiring for an assistant spa manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant spa manager

* Conduct interviews with news and magazine media appearing and speaking in television interviews
* Keep accurate and up-to-date records and statistics on the Spa of Spa employees
* Have a thorough knowledge of all types of food functions
* To follow and ensure that employees follow all hotel, company and local rules, policies and regulations relating to fire and hazard safety, and security
* To be well versed with the Hotel safety and security procedures and be vigilant about observing and reporting anything unusual
* Achieving all personal membership and retail sales goals
* Assisting Owners / Clinic Manager with other duties
* Review with Clinic Owner observed personnel and document performance of individual Sales Associates
* Covering shifts for sick employees, as needed
* Assist Spa Manager in meeting department annual budget and be accountable for maintaining and operating within financial targets net movement

## Qualifications for assistant spa manager

* Degree / Diploma in Massage Therapy
* Holds diploma / certificate in related industry desirable
* Excellent Communication & Guest Relations Skills
* Excellent customer service and Health Club related skills
* Minimum two to four years work experience in a Spa of a hotel or High Quality Spa with good standards
* Essential prerequisite is experience in Health Club or Spa