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# Example of Assistant Spa Manager Job Description

Our company is looking for an assistant spa manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant spa manager

* Maintain constant contact with providers and support staff to maintain positive moral
* Assist Office Manager and Medical Director in administrative tasks and projects as needed
* Assists the Medical Spa Manager in overseeing the operations of the Medical Spa
* Oversees operation of all service providers and acts as the first point of contact for all provider issues, feedback and concerns when the Medical Spa manager is absent
* Meets with the Medical Spa manager weekly and communicates regularly efficiently on all operational issues
* Shares responsibility for the success of the Medical Spa and analyzes P& L monthly identifying adjustments, discrepancies or errors
* Assists when needed in recruiting, interviewing and selecting cast members to fill positions
* Serves as primary contact for all new prospect patient online inquiries, provide proper follow-up care
* Assist in developing yearly educational calendar and developing, coordinate and delivering training classes in conjunction with Medical Spa manager
* Provides training for new provider cast members, including on-boarding & off-boarding with patient care and Nextech training

## Qualifications for assistant spa manager

* Minimum of 2 years of management, sales, customer service and/or marketing experience in the spa/service/retail industry
* Diploma / certificate in beauty / spa therapy from an accredited institute with a minimum of one year course duration
* Minimum of 500 training hours
* CIDESCO, CIBTAC, ITEC or equivalent is preferred
* At least 2 years’ experience post qualification, working in a similar role in a 5-star hospitality environment preferred
* Due to restricted regulation of the Immigration Laws and Indonesian Manpower Department, this position is open for Indonesian nation only