Downloaded from <https://www.velvetjobs.com/job-descriptions/front-desk-associate>

# Example of Front Desk Associate Job Description

Our innovative and growing company is hiring for a front desk associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for front desk associate

* Assist in maintaining cleanliness of the entire center
* Assist in maintaining impeccable spa environment throughout clinic
* Passion in benefits of massage therapy and skin therapy
* Proficient multi-tasking abilities
* Must have 1yr Sales Experience
* Associate degree and/or 3-5 years sales experience

## Qualifications for front desk associate

* Be able perform multiple tasks
* With 1 yr or more of Spa experience
* With Strong Sales experience
* Must have basic math and cash handling experience and previous retail sales experience
* Have previous customer service or retail sales experience (preferred)
* Must have relevant sales experience (required)