



# Example of Front Desk Associate Job Description

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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)