



# Example of Spa Receptionist Job Description

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Our innovative and growing company is looking for a spa receptionist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for spa receptionist

- To promote Spa's facilities, restaurants and bars wherever possible
- Refer guest complaints related to Spa activities or treatments to management staff in accordance with departmental policies and procedures
- Welcomes guests and visitors to the Spa, Salon and retail area, arranging appointments for treatments upon request
- Coordinates scheduling of appointments for Spa services
- Document all guest challenges and irregularities in the reservations system, communicating all concerns to the Spa Manager or Director
- Knowledge of basic computer functions as related to The Spa
- Spa tours and various other tasks to deliver high quality guest service to our discerning guests
- Be available to help with Retail duties as directed by Spa Management to include retail/skin care product sales
- Maintain a thorough knowledge of all retail products
- To have thorough knowledge of all Spa treatments and to be able to respond to guest inquiries

## Qualifications for spa receptionist

- To treat equipment responsibly and with respect
- Receive payments for goods and services and properly account for all transactions and monies
- Handle and assist as needed with guest recovery and issues

time

- This position requires the ability balance, stop, reach, stand, walk, push, pull, and lift
- The employee will be required to work around chemicals, fumes and orders