



# Example of Spa Receptionist Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of spa receptionist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for spa receptionist

- Checks and collects supplies from the stores according to resort/spa procedure
- To ensure that all cashiering functions are carried out in accordance with resort/spa procedure
- Explain spa menu, pricing, and all other policies to guests
- Support Spa Manager with the necessary communication
- Promote all services that are offered within the Spa
- Scheduling reservations of Spa services for guests and monitor availability of treatments and staff to ensure prompt service according to the relevant skills of the therapists
- Help maintain a clean, organized and stocked spa
- Assists Spa in activities including staff meetings, promotions, and clean-up and housekeeping duties
- Be somewhat flexible with your schedule, supporting the needs of the spa, such as weekends, holidays and sick cover
- Assist with Spa treatments as and when required

## Qualifications for spa receptionist

- Working knowledge of SpaSoft, Microsoft Outlook, Excel and Word
- Strong keyboarding, data entry and typing skills with a minimum of 25 wpm net
- Whilst ascertaining information employee must be polite cordial and helpful

- Working knowledge and understanding of basic computer skills, which include function keys, using a mouse, basic navigation Microsoft Outlook
- His/her uniform needs to be clean at all times
- Is totally responsible for maintaining the required cleanliness/safety levels by completing the checklists during his/her shift