



# Example of Spa Receptionist Job Description

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Our growing company is searching for experienced candidates for the position 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

- Inform guests on all spa products and services and answer all guests questions
- Engage guests in conversation regarding spa products and services
- To provide consistent services and attention to all guests and members utilizing Chi, The Spa and its facilities
- A Spa Receptionist should have knowledge of the services and treatments offered at the establishment including any offers and promotions that may be on at a particular time
- Spa Receptionist also include prioritizing workloads, ensuring all operational procedures and ensuring that standards of appearance, codes of conduct are adhered to and implemented to the latter
- Ensure that all relevant spa colleagues receive a print outs of their daily schedules
- Greet and welcome all incoming and outgoing guests and staff in accordance to Resort Stand
- Ensure cash flow
- Take guests booking for facilities use
- Answers queries with regard to the Recreation Centre and related areas

## Qualifications for spa receptionist

- Team spirit • Well organized • Autonomous
- Maintains and updates files on Recreation Centre and related areas

- Develops computer systems technical knowledge by learning the reservation, front office, ross and t-time systems
- Acquires understanding and knowledge of lodging rates by learning the rate structures and knowing where to find the rates for each of the services
- Collects and reconciles daily transactions by collecting balances, performing required accounting procedures such as check approvals, processing a shift report and balancing cash drawer