



# Example of Spa Receptionist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of spa receptionist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for spa receptionist

- Contributes to team effort by accomplishing related results as needed. This job description is an overview of the scope of responsibilities and is not intended to be an inclusive list of job tasks and expectations
- Maximizes business levels
- Of Performance Manual
- Ensure smooth check out
- To attend daily meetings
- Operate the computer, copier, computer and credit card machines
- Utilize the trace file, cashier sheets and handle the daily accounting
- Provide assistance to guests about the retail merchandise
- Be an expert at explaining the different types of services offered
- Process bookings accurately via telephone, web bookings and face-to-face

## Qualifications for spa receptionist

- Identify and report defects throughout the Hotel
- Must be able to multitask and prioritize daily work load
- Must have computer and administrative skills
- Ensure body tech
- NVQ Level 3 Beauty Therapy or Equivalent
- Previous Beauty Therapy experience in a 5 star environment