



# Example of Spa Receptionist Job Description

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Our growing company is looking for a spa receptionist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for spa receptionist

- Provide support to the Spa Staff Members as needed
- Maintain a thorough knowledge of all treatments and take home products all retail products
- Upsell treatments, gift vouchers and packages available
- Provide tours of the facilities to prospective members/clients
- Process membership sales and associated administration
- Answers telephone inquiries and in-person requests for availability of treatments and services, dress expectations and pricing
- Offers a warm welcome to guests arriving for treatment appointments, directing guests to changing areas, offering towels, and other instructions and information as appropriate. Awareness to all safety precautions and procedures to ensure a safe atmosphere for guests and employee partners
- Offering instructions and additional information and directions as necessary
- Informs team members and guests of schedules and availabilities
- Performs administrative duties to the highest level

## Qualifications for spa receptionist

- Proficiency in the use of Microsoft packages
- Certified Esthetician
- Provides tours of pools upon request
- Accurately handles guest transactions including credit card charges, room

- Assists in keeping the facility neat and clean at all times