

## SPA RECEPTIONIST

Join one of the most dynamic teams on the island and work at one of Malta's most prestigious venues.

Reporting directly to the Spa Director, this position requires an individual with a proven track record ideally within the hospitality industry.

### **Duties & Responsibilities**

- Creating a welcoming environment for clients visiting the spa.
- Providing a level of service which exceeds guest expectations
- Answering telephone calls and provide accurate information to clients
- Informing team members of appointments that have been cancelled by clients, and also altering team members of the arrival of clients who come without prior appointments
- Coordinating services offered in all departments of the spa
- Developing and maintaining appropriate relationships with Spa guests
- Ensuring that all administrative duties are completed at the end of each day
- Managing the register to keep record of people o visit the spa on a daily basis

### **Requirements;**

- Ideally have a beauty background
- Have at least one year of experience in a similar position
- Gave exceptional customer care skills
- Be able to work under pressure
- Have a warm and outgoing personality and exceptional personal presentation
- Be fluent in English
- Be able to work in a team
- Possess good organizational skills
- Have a basic computer knowledge



# CORINTHIA

PALACE HOTEL & SPA

MALTA

- Be smart in appearance
- Be flexible to work both mornings and afternoon shifts, including weekends and public holidays

*To be considered for above role please click 'apply' to be directed to our website to complete the online questionnaire.*