

SPA RECEPTIONIST

An excellent opportunity exists for a committed, mature and ambitious professional to join the Corinthia Palace Hotel Team.

Reporting directly to the Spa Manager, the **spa receptionist** requires an individual with a proven track record in Spa Therapy ideally within the hospitality industry.

Duties and 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 alerting 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 who visit the spa on a daily basis.

Job Requirements;

- Ideally have a beauty background
- Have at least one year of experience in a similar position
- Have exceptional customer care skills
- Be able to work under pressure
- Have a warm and outgoing personality and exceptional personal presentation.
- Good command of English language, spoken and written
- Be able to work in a team
- Possess good organizational skills
- Have basic computer knowledge
- Be smart in appearance

- Willing to work flexible hours including evenings, weekends and public holidays

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