

Spa Coordinator

- Promptly greets clients entering reception area and determine nature of visit.
- Accurately schedule appointments using Booker system. Provides appointment information to clients in a polite and courteous manner.
- Ensures phone calls are answered in a timely manner and by the established phone procedures.
- Maintains a general knowledge of all services, products and appointment availability.
- Maintains full knowledge of all current and upcoming promotions and advises clients accurately.
- Filing, folder maintenance, and data entry of client's information efficiently and with minimal errors.
- Consistently encourages spa services and retail products.
- Accurately handles all transactions and follows opening and closing procedures.
- Transmit information or documents to customers, using computer, mail, or facsimile machine.
- Maintaining professional front desk and reception area.
- Perform duties, such as taking care of plants or straightening magazines to maintain reception area.
- Assists in maintaining cleanliness of common areas and staff room.
- Various duties as assigned by Management.

We are an established and busy massage and day spa in Federal Way looking to hire a Spa Coordinator. Ideal candidate should have the following:

- At least 1-year experience in a clinic/day spa setting.
- Able to work 5 days a week, including evenings until 7:30 p.m. and Saturdays.
- Positive attitude, responsible, self-motivated and a team player.
- Ability to speak and understand the English language; must continuously communicate with a degree of professionalism and accuracy.
- Written communication skills; ability to read and understand information and records and complete forms.
- Previous computer experience; computer system is utilized to schedule appointments and sales.
- Mathematical ability; must be able to accurately account.

Benefits Package:

Compensation starts between \$12+/hr DOE. Growth opportunities for wage increase.

Set weekly schedules.

Professional development and coaching.

Employee discount on services.

Please email your resume to tonyapilichowski@goodforyoumassageanddayspa.com be considered for an interview.