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<b>Position:</b>	<b>Front Desk Spa Coordinator</b>
<b>Terms of Employment:</b>	Permanent, Part Time (2 to 3 days a week)
<b>Hours:</b>	9:00 am to 5:30 pm - Alternating weekly shifts of: <b>Week 1:</b> Wednesday, Thursday, Saturday <b>Week 2:</b> Wednesday, Thursday, Friday
<b>Compensation:</b>	Hourly (\$11.00)

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Join our team of professionals at Shuswap Bliss Day Spa & Massage! We are located inside the beautiful Prestige Hotel on Salmon Arm's waterfront. Our team is currently seeking a very important member, a front desk Spa Coordinator. This position requires you to be a friendly, outgoing, well organized, team player who is computer proficient, and passionate about the spa and beauty industry.

The position is permanent, part-time, two to three days a week with an alternating schedule of Wednesday, Thursday and Saturday one week and Wednesday, Thursday and Friday the next week. Schedule could be negotiated with the right candidate; however, working every second Saturday is mandatory. Must be available to cover other Spa Coordinator's vacation and have flexibility to switch shifts.

If this sounds like a position for you, please visit [www.shuswapbliss.com/careers.php](http://www.shuswapbliss.com/careers.php) to fill out a job application form for inclusion with your cover letter and resume.

### **Skill Requirements:**

<b>Credentials:</b>	Computer proficient in Word, Excel and Outlook, reliable transportation to work, knowledgeable about spa services, skincare and makeup.
<b>Skills:</b>	Successful candidates will demonstrate excellent phone etiquette and interpersonal skills, have the ability to work well under pressure, and be dependable and reliable.
<b>Job Description:</b>	Opening and closing of the spa, booking clients in person, over the phone and through e-mail, greeting clients in a warm and inviting manner, assisting clients with product and gift card purchases, laundry and general housekeeping, assisting fellow coworkers with setup and cleanup, inventory management and ordering.
<b>Job Perks:</b>	Service and product discounts, and paid education.
<b>How to Apply:</b>	Please visit <a href="http://www.shuswapbliss.com/careers.php">www.shuswapbliss.com/careers.php</a> to fill out a job application form for inclusion with your cover letter and resume.
<b>In Person:</b>	251 Harbourfront Drive NE Salmon Arm, British Columbia

***We appreciate all applications; however, only those selected for interview will be contacted. All resumes will be kept on file for a 3 month period.***