
Position:	Front Desk Spa Coordinator
Terms of Employment:	Permanent, Part Time (3 days a week)
Hours:	9:00 am to 5:30 pm - Alternating weekly shifts of: Week 1: Wednesday, Thursday, Saturday Week 2: Wednesday, Thursday, Friday
Compensation:	Hourly (\$11.50)

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, 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. Previous work related experience in a spa / salon setting is an asset.

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

Skill Requirements:

Credentials:	Computer proficient in Word, Excel and Outlook, reliable transportation to work, knowledgeable about spa services, skincare and makeup.
Skills:	Successful candidates will demonstrate excellent phone etiquette and interpersonal skills, have the ability to work well under pressure, and be dependable and reliable.
Job Description:	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.
Job Perks:	Service and product discounts, and paid education.
How to Apply:	Please visit www.shuswapbliss.com/careers.php to fill out a job application form for inclusion with your cover letter and resume.
In Person:	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.