
Position:	Front Desk Spa Coordinator
Terms of Employment:	Permanent, Part Time (2 days a week)
Hours:	9:15 am to 5:15 pm, two days per week alternating Wednesday & Saturday for one week and Wednesday & Friday the following week.
Compensation:	Hourly (\$11.00)

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 days a week alternating between one week of working Wednesday and Saturday and the next week working Wednesday and Friday. On occasion, must be available to cover our other receptionist's vacation. 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. Please drop off your package in person to Shuswap Bliss, 251 Harbourfront Dr.

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 ongoing 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.