

Spa Receptionist

Location	Serenity Spa
Type	Volunteer
Hours	Varies
Reporting	Julie Sweeney, Spa Director

General Statement of Duties

Answer the telephone for Serenity Spa; Make appointments for customers; Greet customers and assist them to their point of service; Maintain client records; Record all sales in POS system; Perform other reception duties as needed

Job Qualifications

Education / Training

- * High School Diploma or equivalent
- * CPR Certification within 90 days

Experience / Other

- * 1-3 years preferred but not required
- * Professional Appearance
- * Ability to multi-task

How to Apply

Send resume to HR@fitnessforum.biz. Include a cover letter outlining the position applied for and your preferred method of contact.

NO PHONE CALLS PLEASE