Front Desk Associate

We are seeking a friendly and organized Front Desk Associate to join our team. As the first point of contact for our guests, you will play a crucial role in creating a positive impression and ensuring excellent customer service. Responsibilities include greeting visitors, answering phone calls, managing reservations, and assisting with administrative tasks. The ideal candidate will have strong communication skills, attention to detail, and the ability to multitask effectively. Previous experience in a customer-facing role is preferred. Join us and be part of a dynamic team committed to delivering exceptional experiences to our guests.

Responsibilities:

* Greet and assist visitors in a professional and courteous manner
* Answer and direct incoming calls to the appropriate departments
* Manage guest reservations and provide information about our services
* Handle administrative tasks such as filing, data entry, and maintaining office supplies
* Ensure a clean and organized front desk area at all times
* Gather, wash and fold sheets, blankets and other spa laundry

Qualifications:

* High school diploma or equivalent
* Previous experience in customer service or front desk roles preferred
* Strong communication and interpersonal skills
* Proficiency in Microsoft Office Suite and basic computer skills
* Ability to work in a fast-paced environment and multitask effectively
* Ability to lift 20-30 lbs

Join our team and contribute to creating memorable experiences for our guests every day! Apply now by submitting your resume and cover letter detailing your relevant experience and what holistic health means to you.