

Our Front Desk Booking Receptionist is the face of ***The Day Spa at Salon Elizabeth***, so it is essential the candidate present well and have a pleasant, cheerful disposition at all times. You will be expected to welcome clients by name upon arrival and engage them while they wait for their services. You must be aware of current special offerings and cross-sell services using specials and brochures.

Desk duties also include, but are not limited to:

- Monitor bookings to ensure client flow
- Record client/service/payment information in appropriate databases
- Be capable of learning in-house computer programs
- Monitor future bookings to identify conflicts/errors
- Cash drawer operations/cash out at day's end
- Maintain tidy work space & contribute to overall appearance of spa
- Empty trash, dust, spot clean bath as needed
- Monitor supplies and notify manager as needed
- Keen attention to detail, solid work ethic

We are looking for a permanent, part-time person who is available to work a somewhat flexible schedule. We have a great team of friendly, supportive women, some of whom have worked here for more than 20 years.

The ideal candidate will have some experience with cash, the computer and office work.

Please submit your resume via email to dayspaatsalonelizabeth@gmail.com

ATTENTION: Pam. No phone calls, please.