



Mon 14 Aug – Dublin Hiring Fair

Spa Receptionist

Four Seasons Resort Whistler

Join our Spa Team as a Spa Receptionist!

Work on a team that is built on mutual respect, collaboration, excellent service and a passion for food and wine. Four Seasons Resort Whistler is the only AAA Five Diamond, and Forbes Five Star Resort in all of Canada.

As a Spa Receptionist at the Four Seasons Resort Whistler, you would be responsible for booking treatments in for guests, checking guests in and out of the Spa, selling Spa product, and ensuring all guest have a positive Four Seasons Experience

Preferred Qualifications and Skills

- Previous experience in a spa or health club is desired but not required
- Previous experience in customer service and problem resolution
- Good knowledge in English (written, spoken and reading)
- Strong commitment to service excellence
- Previous experience with Cash Handling or Cashiering

Applicants must hold a valid work authorization

In this role, you will:

- Book Guests in for Spa Treatments
- Check Guests in and out of the Spa
- Process guest payments
- Provide assistance to guests and members about the retail merchandise.
- Follow proper payroll and key procedures.
- Read and update the daily communications and relay relevant information to the staff.
- Operate the computer, copier, and credit card machines.
- Process all charges for Spa Services, Retail and Memberships.
- Set up and handle gift certificates.
- Copy and distribute materials.

Interested in interviewing? Sign up here - usit.wufoo.eu/forms/winter-canada-hiring-fair/