



## **Now Hiring: Full-Time Guest Service Coordinator**

The Waters - An Urban Spa Retreat, Kitchener-Waterloo's Top Rated Day Spa, is looking to add a Part-Time Guest Service Coordinator to the Spa Team. Shift opportunities include: evenings, some days, and full weekends.

Guest Service Coordinators are the first point of contact for all guests at The Waters Spa. They offer professional, nurturing care for guests in-person as well as over the telephone/email.

**Responsibilities Include:** guest care, booking of appointments, handling guest calls and confirmations, clerical duties, re-stocking of spa retail products, as well as daily operational tasks.

### **Application Requirements:**

- Previous Experience with Customer Service
- Bright, Positive and Professional Demeanour
- Ability to Multi-task & Ability to stay calm and collected during busy spa times
- Evening and Weekend shift availability

If you feel that you would be a suitable candidate for this position, please deliver your Resume into The Waters Spa (Located at the Shops in Uptown Waterloo) to Guest Relations Manager Carly Martin.

If you are unable to deliver your Resume in-person, you may also email your Resume: [allison@thewatersspa.com](mailto:allison@thewatersspa.com).

**All Applicants must include a Cover Letter indicating why they feel they would be a good fit with The Waters Spa.**

Only applicants who we wish to interview will be contacted further. Thank you for your time, and we look forward to meeting you.

*Date of Issue: March 16, 2018*