



Now Hiring: Part-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 and weekend shifts.

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 email your Resume to Spa Director, Carly Martin: cmartin@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.

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