



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 Full-Time Guest Service Coordinator to the Spa Team. Shift opportunities include: evenings, some days, and Saturdays. The Waters is closed on Sundays.

Please note: availability to work until 8:00pm on Tuesdays and Thursdays an asset.

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 Saturday shift availability

If you feel that you would be a suitable candidate for this position, please email your resume to Spa Director, Allison Walker, allison@thewatersspa.com.

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