



FRONT DESK RECEPTION - SPA / MEDISPA RÉCEPTIONNISTE - SPA / MÉDISPA

Victoria Park is Montreal's leading urban retreat. In a single facility with inspiring design and stunning views of Mount Royal, Victoria Park integrates a world-class Medispa, a full service Spa, private Health Club, nutrition services, rehabilitation therapy and hair studio.

We are searching for a Front Desk Receptionist for our Spa/ Medispa.

Responsibilities include: As a member of our Spa/Medispa front desk team your duties will include answering incoming calls to Victoria Park standards, scheduling client appointments, directing inquiries, providing information and assisting in administrative duties.

Special qualifications: The successful candidate has proven sales and customer service experience as well as a background in fitness. A passion for nutrition and the desire to look and feel your best is a requirement!

Requirements:

- Bachelor's degree or college diploma
- Between 1-3 year's of experience in a front desk in a spa or medical environment working in a very rapidly evolving, fast paced organization.
- Bilingual (English and French), oral and written
- Resume and Cover Letter Required

Responsabilités :

En tant que membre de l'équipe de la réception du Spa/Médispa, vos fonctions vont inclure répondre aux appels entrants en respectant les normes de Victoria Park, cédule les rendez-vous des clients, répondre aux questions, fournir des informations et aider dans les tâches administratives

Exigences :

- Diplôme d'études collégiales et/ou universitaires ;
- Entre 1 et 3 ans d'expérience à la réception d'un spa ou dans un environnement médical très occupé et en constante évolution;
- Bilingue (français et anglais) oral et écrit;
- CV et lettre de présentation demandés ;

This is a full time position to start immediately. Benefits include Health Club membership, discount on wellness services, new associate welcome package, Health and Dental benefits.

For more information on Victoria Park please visit our website at www.vicpark.com. Please send your resume along with a cover letter to the attention of our Human Resources Director, careers@vicpark.com. We appreciate your interest in the position. Only eligible candidates will be contacted

CV, Lettre et portfolio requis. SVP envoyez votre CV et lettre de motivation à careers@vicpark.com.