

Medical/ Spa Receptionist (m/f)

It is a pleasure to welcoming you as a new member of our young, dynamic and international team and are looking for a Medical/ Spa Receptionist (m/f) as from now on or upon arrangement:

Tasks & Challenges

- Respond to all guest inquiries at our Medical and Spa Reception
- Schedule guest appointments, making sure the treatments booked are accurate and booked in suitable time frame
- Maintain guest database
- Perform administrative duties such as monthly and daily stock, daily sales
- Plan spa services and programs together with our Planning department
- Review operational records and reports to project product and treatments sales
- Drive product sales in order to achieve sales budget
- Keeping reception area clean & tidy and maintaining a consistent presence at the desk
- Normal daily working time between 7.45 am and 6.30 pm

Qualification & Competences

- A minimum of 1 year experience in a comparable position
- Very good knowledge of English is a must
- Good knowledge of French or German is an advantage
- Good communication and listening skills
- Genuine and caring character
- High degree of empathy
- Ability to foresee guests' needs and act accordingly
- Good in diplomatic conflict resolution
- Effective team worker
- Excellent interpersonal and communication skills both verbal and written



Opportunities & Perspectives

We offer you a new challenge in an internationally active company with continuous growth. The focus is on health, well-being and a luxurious ambience for our guests. You can play a decisive role in shaping the success of the company and make an active contribution to building a global brand. You will benefit from personal and professional development as well as from various services such as discounts on tourist leisure activities and other benefits.

Contact

Please send your complete application documents including curriculum vitae, certificates and diplomas directly to our contact person below. Applications submitted by post will not be returned, thank you for your understanding. We look forward to receiving your application!

Frau Anna Brandl, Director of Human Resources

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