



**Position Title:** Spa Coordinator

**Position Reports to:** Spa Director

**Employment:** Full-time, Seasonal

First impressions are everything! As a Spa Coordinator with the Do-las Spa at Fox Harb'r Resort, you have the opportunity to provide a welcome experience like no other. Your personalized greeting, care in treatment selection and knowledge of the spa will ensure our guests have a lasting memory of their visit.

Fox Harb'r Resort is a 5 Star, 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

**Qualifications:**

- Computer and typing skills with knowledge of Word, Excel and Microsoft Outlook
- Possess excellent oral and written communication skills, professional telephone manner and presentation
- A minimum of high school diploma or equivalent is required
- Experience in customer service
- Must be flexible and reliable
- Able to work evenings, weekends and holidays

**Responsibilities:**

- Welcome guests to Fox Harb'r and ensure they receive a sense of warmth and hospitality either by phone or in person
- Greet and register Resort guests in a courteous and efficient manner within Fox Harb'r Resort's guidelines for cashiering
- Collect and receipt of payment from guests upon check out in a courteous and efficient manner within Fox Harb'r Resort's guidelines for cashiering
- Greet guests upon check in/checkout
- Manage guest reservations and make recommendations from our service menu and other resort activities
- Provide retail support and sales
- Maintain guest supplies such as coffee/tea, water, consultation forms and locker supplies
- Be a team player working with other departments of the resort and able to work independently to make decisions
- Assist in any other fashion deemed required by the Spa Director for the satisfaction of resort guests and members

**At Fox Harb'r Resort, we know every employee is a valued part of the team. Our benefits include:**

- Competitive wages, commission
- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member rates for Golf, Sport Shooting, Kayaking, Trail Rides etc.
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

If you have the talent, dedication and level of commitment we're looking for and would like to advance your career in hospitality at Fox Harb'r Resort, submit your resume and cover letter to:

Human Resources Department, Ann Jeffreys

Email: [hr@foxharbr.com](mailto:hr@foxharbr.com)

Mail: 1337 Fox Harb'r Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.