



Position: **SPA RECEPTIONIST**

Location: **Phnom Penh: AEON2 or BKK**

## **DUTIES**

- Primary focus on operations of the front desk, telephone, sense of guest arrival/departure, and management and stock of main lobby retail area.
- Well versed in all areas of retail/service and available to answer any questions that guests may have and be able to give them extensive feedback and demonstration if applicable; with an ability to execute suggestive and add-on sales.
- Collection and recording of all service/product transactions
- Coordination of guest/therapist booking
- Coordinates the maintenance schedule of aquatic in the lotus pool & elements relating to the spa
- Maintains guest confidentiality and business/spa facility information confidential at all times.
- Coordinates use of other sources of client database to make use of un-booked time slots, cancelled/no-show bookings or appointment blocks.
- Monitors personal performance tracking reports like attendance, training sessions attended, commission/incentives earned, and other work-related reports required.
- Communicates clearly and directly with supervisor and colleagues concerning performance expectations, productivity, and accountability within the team.

## **JOB REQUIREMENTS:**

This position must demonstrate the following skills:

- English Skill: Good Level
- Team working skill
- Communication and problem solving skill
- Decision making skills
- Effective verbal and listening communications skill
- Very effective organizational skills
- Computer skills Microsoft office, Email, Internet
- Flexible on problem solving

Tel: 069 568896 or 012 568896

Email: [hra.pp@bodia.com](mailto:hra.pp@bodia.com) or [hra.pp@bodia.com.kh](mailto:hra.pp@bodia.com.kh)

Address: #26, corner Sothearos Blvd and Street 178, above U-Care Pharmacy, Phnom Penh.



## **BENEFIT PACKAGE:**

- Competitive Salary
- Yearly Salary Revising on evaluation
- Insurance
- Annual Leave, Public Holiday, Day Off, Sick Leave, Maternity Leave compliance per Cambodian labor law

## **CONTACT INFORMATION**

Interested candidates are requested to submit CV together with recent color photo (4 x 6), a cover letter through HR office:

- Name: Chann Ponleu (Mr.)
- Position: HR and Admin Supervisor
- Tel: 069 568896 or 012 568896
- Email: [hra.pp@bodia.com](mailto:hra.pp@bodia.com) or [hra.pp@bodia.com.kh](mailto:hra.pp@bodia.com.kh)
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