



## **Job description**

### **Cashier/Receptionists**

Established since 2006 Bodia has started its activities by opening sheltering cocoon Spas in Siem Reap and Phnom Penh offering an authentic vision of relaxation in a modernly designed Spa ([www.bodia-spa.com](http://www.bodia-spa.com)). In order to guaranty the quality of its treatment, Bodia has created its own line of natural products made in Cambodia under the brand Bodia Cambodian Apothecary that promotes the traditional know-hows and uses local resources ([www.bodia.com](http://www.bodia.com)).

Nowadays, Bodia is a network of 7 Spas in Cambodia (4 locations in Phnom Penh & 3 locations in Siem Reap) dispensing quality treatments and offering therapist training to other spas, hotels and extending its services to franchise opening. Bodia products are made in our factory located in Phnom Penh and distributed in all official Bodia Spas and Stores, through a network of 50 local distributors and 1 online shop.

In order to support and develop its operations, Bodia is seeking for **Cashier/Receptionists**

Location: **Phnom Penh**

### **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:

- The Fresh Graduate will be welcome
- 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

#### **BENEFIT PACKAGE:**

- Competitive Salary
- Incentive based Sales (Regarding Position)
- Benefit (phone & petrol)
- 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 or email the CV with cover letter email, (*Attachment should not larger than 2MB, or should not submit link attachment to download*) :

- Name: HRA OFFICE
- Position: HR and Admin Department
- Tel: 069 568896
- Email: [hra.pp@bodia.com](mailto:hra.pp@bodia.com)
- Address: #26, corner Sothearos Blvd and Street 178, above U-Care Pharmacy, Phnom Penh.