



**Position Title:** Spa Coordinator/ Attendant  
**Position Reports to:** Spa Director and Spa & Wellness Supervisor  
**Salary:** \$20.00 per hour  
**Employment:** Seasonal, including weekends & Holidays

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.

The spa coordinator/attendant will have a dual position splitting time as required between spa front desk operations and spa back of house operations.

**Qualifications & Requirements:**

- 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 reservation systems and email correspondence
- Use of Microsoft Office
- Experience in customer service
- Must be flexible and reliable
- **Required to work weekends and holidays**
- Hospitality/Spa Experience an asset
- Passion for the industry
- Attention to detail

**Responsibilities:**

- Welcome and guide guests through the Dol-as Spa check in process and ensure they receive a sense of warmth and hospitality either by phone or in person. Provide in-take tablet, tea, coffee, or water.
- Greet spa guests in a courteous and professional manner
- Collect receipt of payment from guests upon check out in a courteous and professional manner
- 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
- Therapist support in flipping rooms and linen replacement etc.
- Maintain guest supplies such as coffee/tea, water, consultation forms and locker supplies
- Light housekeeping duties such as towel pickup.
- Stocking & folding robes
- Keep all areas/locker rooms/lounges stocked and presentable for guests & members, and in pool & hydro therapy area as required.

Human Resources Department, Ann Jeffreys

Email: [hr@foxharbr.com](mailto:hr@foxharbr.com) Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

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



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

**Our benefits include:**

- Travel Fuel Allowance
- Retail commission
- 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

Fox Harb'r Resort is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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