



**Position Title:** Spa & Wellness Supervisor  
**Position Reports to:** Spa Director  
**Salary:** Starts at \$45,000 annually, benefits  
**Employment:** Year-round, including weekends (weekends during season only)  
**Start Date:** March 15<sup>th</sup> 2025

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.

First impressions are everything! As a Spa & Wellness Supervisor with the Dol-as 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.

**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 customer service
- Must be flexible and reliable
- **Required to work weekends and holidays (during season)**
- Ability to multitask within a 5 Star Spa
- High level of Customer service experience
- Knowledge of spa operations and reservation systems an asset
- Strong telephone communication skills
- Attention to detail

**Responsibilities:**

- Work in conjunction with Director of Spa
- Welcome guests to Fox Harb'r and ensure they receive a sense of warmth and hospitality either by phone, in person, or email correspondence
- Maintaining schedule for therapists and attendants to remain on time and organized, maximizing the schedule
- Greet and spa guests in a courteous and professional manner
- Attend to guest's requirements upon check in/checkout
- Manage guest reservations and make recommendations from our service menu and other resort activities
- Maintaining the day to day within the spa to remain seamless for spa guests
- Responsible for the Wellness Attendant duties during off season months
- Daily supervision of team operations and inventory controls.
- Anticipate and exceed guest expectations
- Other duties as assigned

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
- 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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