



At My Spa Journeys we are committed to providing our clients impeccable hospitality, customer service, and an environment that surpasses any day spa experience they've had.

A key component to attaining this commitment, is our TEAM of dedicated employees who clearly understand the value of each client that we serve, and hence provide outstanding customer service, and a special experience to each of our clients.

At My Spa Journeys we value each and every one of our employees, which is why we strive to provide growth and advancement by offering continued training, advanced education, and professional seminar participation opportunities. Our expectations of our employees are high, and we only hire individuals who possess traits and skills that are unsurpassed.

If you believe you qualify, and can commit to our standards, and bring innovation, great ideas, and a work ethic dedicated to excellence, we welcome you to apply for any available position that we have. Currently, we are looking to employ a CORE team of staff for our BRAND NEW, high-class, and prime location day spa, in Cerritos, CA.

This new location is surrounded by several restaurants and shopping destinations, with lots of parking available making this location very desirable for our mid to higher end clients. Relaxed environment, with flexible schedules, and possible performance based bonuses with continued education offered. Willing to offer the most competitive wages in the local industry. Current staff managers are professional, motivated and creative, who are willing to do anything and everything within reason to make you happy, as long as you do anything and everything within reason to make our clients happy.

If you are interested in joining our team, please email your resume and cover letter discussing your interest, to myspajourneys@gmail.com. Please indicate preferred compensation or salary requests (either hourly, commission based, or combination of both – please be specific with the amount of compensation that you desire.) Lastly, please indicate your availability, and provide at least 3 references.

We, at My Spa Journeys look forward to meeting you, and welcoming you to our team!

Thank you in advance for your interest.



Professional Director of First Impressions
Concierge
Full and/or Part Time Lead Positions

DUTIES INCLUDE:

- Setting up, preparing and maintaining a clean work area
- Greeting clients and walk-ins
- Attending to clients' needs while waiting for treatment(s)
- Responding to incoming calls, answering inquiries, and booking services
- Managing mail system
- Providing support to My Spa Journeys team
- Maintaining the upkeep of day spa presentation
- Receiving and processing payment for treatment(s)
- Providing explanation of products and services to our customers as needed
- Issuing gift certificates
- Calling clients to give appointment reminders
- May need to perform opening or closing procedures of day spa
- Assisting with restocking of products and linens as needed

REQUIREMENTS:

- Must be reliable, mature, friendly, outgoing and professional
- Must be organized and have the ability to pay attention to detail
- Must be self-motivated, responsible, trustworthy and a TEAM player
- Must pass background investigation check, to be performed by the City of Cerritos Sheriff Station
- Previous day spa experience is a plus

ADDITIONAL REQUIREMENTS:

- Must possess great "people person" personality, in order to maintain a positive atmosphere for clients
- Must be able to listen to what the customer is saying, and speak clearly
- Must be service oriented, with good judgment, decision making, and problem solving skills
- Must be a team player, enjoy smiling, and making people feel good
- Must be willing to assist other staff members in common areas of spa maintenance and upkeep
- Will be available to work a minimum of five (5) consecutive hours, and three (3) days per week. More hours are available, if you'd like.
- Must be flexible, with the ability to work additional hours, evenings, weekends, and holidays during peak season
- Must adhere to My Spa Journeys' Procedures and Guidelines
- Possess a flawless personal presentation
- Must enjoy working with others, be courteous, professional, respectful, and sensitive to clients' and co-workers' concerns and needs
- Will excel at making clients feel at ease and comfortable