

### **BROCKVILLE MEDISPA: Receptionist**

- **Are you excited to be part of a TEAM providing an exceptional experience for medical cosmetic patients?**
- **Do you want to be PAID what you're worth with a performance-based bonus structure?**
- **Are you PASSIONATE about anti-aging and beauty treatments and helping people feel more confident?**

We are a boutique medical spa where you'll work closely with the physician, aesthetic nurse and office manager to provide an exceptional and memorable guest experience.

Job Type: Full time

#### **Experience and Skills:**

- 1 yr+ front facing customer service experience
- Previous retail sales, salon or spa experience is an asset
- Superior customer service skills, in person and on the phone
- Proven interpersonal skills including a friendly, professional and polished manner
- Ability to multi task, adapt to change and prioritize in a fast-paced environment
- Dependable and self-motivated
- Experience with Customer Relationship Management (CRM) or Electronic Medical Record (EMR) an asset
- Experience with Microsoft Word, Excel, Outlook, social media (IG, Facebook) required

#### **Responsibilities include:**

- Providing outstanding customer service, on phone and in person
- Greeting and checking in guests at Reception
- Processing payments and other financial tasks
- Recommending and processing retail purchases
- Managing doctor/nurse schedules and booking guests
- Data entry of guest information into database
- Tracking inventory, ordering products
- 30 hours per week minimum

#### **Our MediSpa Offers:**

- Hourly pay with a performance-based bonus
- Lots of on-site and on-line training provided
- Career advancement opportunities
- Employee discounts on products and services

Do you want to be part of a **TEAM** that values our employees as much as our clients? If so, we can't wait to hear from you! Send your resume today to [careers@brockvillemedispa.com](mailto:careers@brockvillemedispa.com). Check out our website for more info: [www.brockvillemedispa.com](http://www.brockvillemedispa.com).

NO PHONE CALLS OR WALK-INS PLEASE.

While we appreciate your interest in our company, only those selected for an interview will be contacted.