



TIDEPOOLS

SPA & WELLNESS AT HEADLANDS

SPA RECEPTIONIST

Headlands Coastal Lodge & Spa is a luxury retreat catering to adventure-seekers and the active Pacific NW lifestyle. Headlands guests and local visitors are welcome to book a massage, body treatment and facial or beauty package in our sleek, serene Tidepools Spa. Our products and services are inspired by the sea and sand that surround us.

In this unique career opportunity, you will combine your passion, knowledge and experience to deliver an exceptional spa and wellness program.

Pacific City

Pacific City is off the beaten path on a relatively undiscovered stretch of the majestic Oregon Coast. Cape Kiwanda, in Pacific City, enjoys a storied connection to the ocean, local rivers, beachfront and majestic outdoor playground. Surfing, kayaking, hiking, photography, beach-combing and fishing are just some of the outdoor activities enjoyed in this beautiful beach town.

What you get to do

Our Tidepools Spa offers a wide range of healing treatment that will work wonders for your body, mind and spirit. We are currently looking to add to our Tidepools family by hiring a warm, energetic and engaging Spa Receptionist. You must possess a strong work ethic and be able to work weekends and occasional evenings

Our Spa Receptionist is responsible for creating a memorable, warm, and inviting guest service experience for all visitors. Your duties include answering incoming calls, strategically booking reservations, care of all spa and fitness guests, retail sales, daily upkeep of

spa and fitness area, and additional administrative tasks as needed.

The Perfect candidate:

- Is engaging, outgoing, and enjoy interacting with others
- Is a multi-tasking pro, and your attention to detail is second to none
- Is skilled at communicating effectively with your co-workers and guests
- Enjoys being a team player
- Thrives on continuously learning and expanding your knowledge
- Possess strong computer skills; knowledge of hospitality booking systems are a plus

What's in it for you:

- Company perks and treatment discounts
- 50% discount on our skin and body products
- Potential for growth and advancement within the spa, opportunity for cross-training within the property

Nice to have:

- Experience in a Spa setting
- Personal interest in holistic wellness and the healing arts

Lifestyle and company benefits

We care about the health and well-being of our employees. As such, full-time, year-round positions are eligible for our robust benefits package to include medical, dental, 401(k), paid time off and generous discounts on products. We support your continued education and growth.

TO APPLY

If you think you are eligible for this position, please submit a **resume** and **cover letter** to KristaT@kiwandahospitality.com. In the subject line, please include "Job Application:," your name, and position you're applying for (Ex: Job Application: John Smith for General Manager).

To see more job openings go to [HeadlandsLodge.com/Careers](https://www.headlandslodge.com/careers)