

CUSTOMER SERVICE / FRONT DESK HELP WANTED



**20111 Rt. 19 @ Freedom Rd.
Cranberry Mall Lower Level #300
Cranberry Twp. 724-772-4500
info@BodyBarExperience.com**

The Body Bar Massage & Tanning is a full service, massage, day spa, & tanning facility located in the lower level of the **Cranberry Mall, in Cranberry Twp.** We are seeking a high energy, positive, responsible, customer service oriented individual, with a friendly personality to join The Body Bar Team in delivering the highest quality customer service to our clientele. Candidate must be computer proficient, have excellent phone manners and the ability to multi-task. **Hourly wage PLUS commission on product & service sale**, health, dental, vision benefits & paid vacation is available for full-time positions. Additional perks include UV tanning, discounted spa services, free parking & a pleasant smoke-free working atmosphere.

Please do not apply unless you are able to fill this criterion:

- **Candidates applying need to be available for a 30 to 40 hours per week, mainly afternoon/evenings until 8:30pm & Saturday daylight shifts 8am-4:30pm are required.**
- **May be asked to fill-in a shift at the McKnight Road location if needed.**
- **Must maintain a neat and professional personal appearance while working.**
- **Good verbal & written communication skills are required.**
- **Working knowledge of Microsoft Office is required.**
- **Reliable transportation is a must.**

Responsibilities include but are not limited to:

- Assisting customers checking in & out of the facility
- Professionally greeting & touring customers
- Face-to-face & telephone customer service
- Scheduling appointments & services
- Maintain client database
- Processing cash & credit card transactions
- Explaining & selling/upgrading packages, memberships & products
- Assist in opening and/or closing the facility
- Sanitizing tanning equipment
- Maintaining facility appearance, equipment cleanliness & maintenance
- Daily laundry detail & general administrative / clerical work

\$10/hour Plus Additional Commission on product & service sales. *(Will take industry experience into consideration when determining hourly rate)* **Please submit your interest with resume by email or on our website www.bodybarexperience.com/employment-info/ or walk in to complete an application. Must be willing to submit to background check and drug testing.**