

Spa Receptionist (Local Female only)

[Apply Now](#)

Company: Mandarin Oriental Hotel

Location: Riyadh

Category: other-general

Spa Receptionist (Local Female only)

Apply now **Position**Spa Receptionist (Local Female only) (Full time #533549)

Property / Office:Al Faisaliah Hotel, Riyadh

LocationRiyadh, Saudi Arabia

Responsibilities:

Attend the hotel morning meeting, highlighting VIP guest arrivals and contacting key guests to promote the spa services and facilities.

To organize and relay all duties relating to guest arrivals, with a focus on frequent day and hotel guests, VIPs, and journalists in the spa morning and afternoon line-up meetings.

Liaise with reservations on future hotel bookings and contact key guests to promote the spa services and facilities.

Organize and provide housekeeping with spa welcome appointment letters for guest arrivals the following day.

To implement and monitor a data collection system in spa operations for birthdays, anniversaries and special occasions

To implement and monitor a guest feedback system for spa guest departures.

To organize and carry out all duties relating to any special arrangements for spa guests

To monitor and follow-up guest complaint return visits in order to achieve maximum guest

satisfaction and provide feedback to the Spa Manager

To work in liaison with the spa manager on monthly GSS results

To entertain guests and VIPs, building relationships with them whilst encouraging repeat custom

To assist the spa reception with check-in and check-outs, aiding in the efficient flow of service

To update the spa database on guests' history profiles and guest preferences, providing accurate information at all times

To promote the spa and hotel facilities to all guests and visitors

To ensure that the uniform provided is kept clean, presentable and in good condition, ensuring personal appearance and hygiene standards are an example for the team and demonstrate a professional image for our guests

Requirements:

0–2 years of experience.

Good in English (Writing and speaking)

Saudi Female for a (Female SPA)

Advertised 10 Mar 2024 Arab Standard Time

Applications close:

[Back to search results](#) [Apply now](#) [Refer a friend](#)

[Apply Now](#)

Cross References and Citations:

1. [Spa Receptionist \(Local Female only\) Nyjobscareer](#) [Jobs Riyadh Nyjobscareer](#) ↗
2. [Spa Receptionist \(Local Female only\) Bahrainjobs](#) [Jobs Riyadh Bahrainjobs](#) ↗

3. Spa Receptionist (Local Female only) [Jobsinaustria Jobs Riyadh Jobsinaustria ↗](#)
4. Spa Receptionist (Local Female only) [Videographerjobs Jobs Riyadh Videographerjobs ↗](#)
5. Spa Receptionist (Local Female only) [Dentistjobs Jobs Riyadh Dentistjobs ↗](#)
6. Spa Receptionist (Local Female only) [Universityjobsnearme Jobs Riyadh Universityjobsnearme ↗](#)
7. Spa Receptionist (Local Female only) [Jobssearch Jobs Riyadh Jobssearch ↗](#)
8. Spa Receptionist (Local Female only) [Tollywoodjobs Jobs Riyadh Tollywoodjobs ↗](#)
9. Spa Receptionist (Local Female only) [Kuwaitjobstoday Jobs Riyadh Kuwaitjobstoday ↗](#)
10. Spa Receptionist (Local Female only) [Londoncareerhub Jobs Riyadh Londoncareerhub ↗](#)
11. Spa Receptionist (Local Female only) [Madinahjobs Jobs Riyadh Madinahjobs ↗](#)
12. Spa Receptionist (Local Female only) [Socialworkjobs Jobs Riyadh Socialworkjobs ↗](#)
13. Spa Receptionist (Local Female only) [Photographerjobs Jobs Riyadh Photographerjobs ↗](#)
14. Spa Receptionist (Local Female only) [Supplychainjobs Jobs Riyadh Supplychainjobs ↗](#)
15. Spa Receptionist (Local Female only) [Chemistryjobs Jobs Riyadh Chemistryjobs ↗](#)
16. Spa Receptionist (Local Female only) [Vietnamjobs Jobs Riyadh Vietnamjobs ↗](#)
17. Spa Receptionist (Local Female only) [Denmarkjobs Jobs Riyadh Denmarkjobs ↗](#)
18. Spa Receptionist (Local Female only) [Jobsmyanmar Jobs Riyadh Jobsmyanmar ↗](#)
19. Spa receptionist (local female only) [Jobs Riyadh ↗](#)
20. AMP Version of Spa receptionist (local female only) [↗](#)
21. Spa receptionist (local female only) [Riyadh Jobs ↗](#)
22. Spa receptionist (local female only) [JobsRiyadh ↗](#)
23. Spa receptionist (local female only) [Job Search ↗](#)
24. Spa receptionist (local female only) [Search ↗](#)
25. Spa receptionist (local female only) [Find Jobs ↗](#)

