



## Spa Manager-Job Description

### Qualifications

Managerial experience; 3 year minimum

Sales experience

Goal driven

Reliable, punctual, passionate and goal-driven

Professional, and drug/alcohol free

Time management and organization skills

Computer proficient

A passion for working with people

Can-do attitude and high energy

A team player with a passion for the spa, male health and wellness as well as guest service industry

### Responsibilities

Team management: recruit, interview, hire and train new candidates, with assistance of Spa Director or Owner

Manage team of 5-8 guest advisors and support spa leads in management of their teams of massage therapists, nail technicians, barbers and estheticians

Duties to include, but not limited to: Management of team schedules, requests off, and maximizing weekly schedules

Sales and setting goals: set goals and drive team to reach sales quotas within retail, membership and gift cards

Reporting: provide weekly sales, payroll reports bi-weekly and EOM numbers

Set and adjust monthly goals to reach annual business goals

Leadership: Motivate and train team to educate guests about treatments and products, providing an exceptional guest experience, hold contests, and provide incentives to drive annual goals

Cleanliness: have ownership of treatment rooms and storage areas to be clean, tidy and stocked

Ensure state regulations are followed and up to date

Community relations: Maintain relationships with local schools

Inventory and supply management monthly

## Benefits

Additional bonuses based on business growth in retail, membership, gift cards and ratings

W2 employee

Vacation and Sick pay

Discount on products and treatments

Family culture with compassion, integrity and team approach

Our teammates are fun and our biggest asset

Our membership program creates relationships, connecting people and communities together in many rewarding ways

Advancement opportunities in leadership with the fast growing spa in the world - multiple avenues for increased pay and bonus potential

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Marketing support with email campaigns, in house and social media

Salary : Commensurate with experience