



Healing Arts Receptionist

Reporting to the Healing Arts Team Lead, the Healing Arts Associate delivers exceptional sales and service to Healing Arts guests. This position is primarily responsible for checking in and greeting guests for their Healing Arts treatment; orienting guests and answering questions; answering phones and scheduling treatments; and handling transactions in the Healing Arts retail outlet. The Associate provides a welcoming, effective, and efficient service, while anticipating and exceeding the guest's expectation.

The Healing Arts facility at 1440 Multiversity has 22 treatment rooms. Additionally, it includes an outdoor hot tub overlooking the redwoods, women's and men's locker rooms with steam rooms in each, a quiet waiting area with indoor and outdoor patio seating, and a small retail area.

Job Essentials

- Excellent communication skills with an emphasis on active listening.
- Solid ability to learn and use new computer programs.
- Demonstrated success in problem solving and the ability to collaborate with others to find a solution.
- Must be able to follow safety and emergency protocols.
- Attention to detail and ability to handle multiple tasks.
- Willingness to take on responsibility within the framework of a team.
- A commitment to a flexible schedule that includes nights, weekends, and holidays.
- A strong orientation towards 1440 Multiversity's mission, vision and values.
- Bilingual a plus.