



UNIQUE DAY SPA LIMITED



#JOB-2422853



UNIQUE DAY SPA, Unit 9A, 9A Fashion City,
Ballymount Rd Upr, Dublin 24, D24 H6EH



No of positions : 1



Paid Position



45 hours per week



13.50-16.00 Euro Hourly



01/12/2025



29/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : carmen@uniquedayspa.ie



Open your camera
app & point here
to view this ad
online



Receptionist / Office Administrator / Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Unique Day Spa is seeking a motivated and organised individual to join our team as a Receptionist/Office Administrator/Manager. This is a full-time, customer-facing role in a dynamic and fast-paced spa environment. You will be responsible for ensuring a smooth day-to-day operation of the front desk and administrative functions, delivering an exceptional customer experience to all our clients and managing staff.

Key Responsibilities:

Greeting and checking in clients in a warm and professional manner

Managing bookings, calls, emails, and general inquiries

Coordinating staff schedules and daily operations

Handling payments, invoicing, and reporting

Overseeing general administrative duties

Ensuring the reception and spa remain clean and welcoming

Supporting spa management with day-to-day tasks

Requirements:

Excellent communication and customer service skills

Strong organisational and multitasking abilities

Previous experience in a similar role (preferred)

Proficient in Microsoft Office and booking systems

Mandatory to work weekends and bank holidays

Ability to work independently and take initiative

Benefits:

Friendly and supportive work environment

Staff discounts on treatments and products

Opportunity to grow with a unique and expanding spa business

- **Sector:** human health and social work activities

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Customer Service, Hospitality, Manual
- **Competency Skills:** Management, Priority Planning, Teamwork, Working on own Initiative
- **Languages:** English C1-Advanced