



Slieve League Hotel Limited



#JOB-2444188



Tara Hotel, Main Street, Killybegs, Co.

Donegal, F94 V1WP



No of positions : 1



Paid Position



20 hours per week



16.00 Euro Hourly



22/04/2026



20/05/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [recruitment1@energycentre.ie](mailto:recruitment1@energycentre.ie)

Phone : 0868343146



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## Spa Receptionist

### 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

The Spa Receptionist is the first point of contact for guests and plays a key role in creating a welcoming and relaxing spa experience at Atlantis Spa in the Tara Hotel.

This role involves managing appointments, handling guest inquiries, and providing excellent customer service while supporting the daily operations of the spa and leisure facilities.

#### Key Responsibilities:

- Successful candidate must have Beauty Therapy experience
- Greet guests warmly and ensure a professional and friendly welcome
- Manage spa and leisure appointments, bookings, and cancellations using the spa reservation system
- Answer phone calls, emails, and walk-in inquiries promptly and courteously
- Explain spa services, treatments, packages, and promotions to guests
- Handle billing, payments, and cash/card transactions accurately
- Maintain guest records and confidentiality at all times
- Coordinate with therapists to ensure smooth scheduling and service flow
- Maintain cleanliness and organization of the reception area, relaxation room, leisure facilities and changing facilities
- Promote spa services, memberships, and retail products
- Resolve guest concerns or complaints professionally and escalate when necessary
- Follow spa policies, procedures, and health & safety standards

#### Requirements & Qualifications:

- Previous experience as a beauty therapist in a spa, salon, hotel, or customer service role is preferred

- Excellent verbal and written communication skills
- Previous sales and upselling skills
- Basic computer skills and experience with booking or POS systems
- Professional appearance and positive attitude
- Ability to work flexible shifts, including evenings, weekends and holidays

Skills & Competencies:

- Strong customer service and interpersonal skills
- Excellent organizational and multitasking abilities
- Attention to detail and accuracy
- Ability to remain calm and professional in a busy environment

Working Conditions:

- Front desk role in a calm, wellness-focused spa environment
- Requires standing for extended periods and handling customer interactions

Benefits:

- Competitive salary
- Training and professional development opportunities
- Staff discounts on treatments and products
- Supportive and wellness-focused work environment

Job Type: Part-time

- **Sector:** administrative and support service activities

**Career Level**

- Experienced [Non-Managerial]

**Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 1

(Desirable)

- **Ability Skills:** Administration, Hospitality
- **Competency Skills:** Decision Making, Flexibility
- **Specialising In:** n a
- **Driving Licence:** None:
- **Languages:** English C2-Master (Fluent)
- **Proximity Locator Distance:** 40 Kilometres