



VACANCY ANNOUNCEMENT - P006

Job Title:	SPA MANAGER	Job Category:	SUPPORT
Department/Group:	D PLACE	Job Code	P005
Location:	YANGON	Travel Required:	NO
Level/Salary Range:	FTR-5	Position Type:	REGULAR
Reports to:	SERVICES MANAGER	Date posted:	December 1, 2014
Supervises:	SPA THERAPISTS	Posting Expires:	December 10, 2014

D's Info

D Spa is a recreational wing of the D Family Businesses, and it was opened with the intents to take away your stress and ages and bring you back freshness, breath and beauty to your wonderful skin. D Spa is looking for a dynamic team member to join its operation team as a **Spa Manager**. Spa Manager plays a very important role in the daily operations of the spa and responsible for driving sales and overseeing the implementation of business activities for the spa, ensures day to day activities and customers are consistently treated to impeccable customer experience and the operations run smoothly, efficiently and profitably. Spa Manager is also responsible for managing a team of spa therapists and ensures all policies and procedures are clearly communicated and are complied with to maintain positive employee relations and the spa is staffed with qualified team members who can deliver best practice and high standards in all areas and services. Flexibility for this position will be required as to work in varied shifts including weekends, evenings, holidays and sick cover.

Applications Accepted By:

E-MAIL: HR@THEPLACE.COM

Subject Line:

Attention: Recruitment - Job Title - Job Code

APPLICATION: Kindly complete D's Place Application Form attached with this announcement or download it from www.thedplace.com/downloads

Job Description

ROLE AND RESPONSIBILITIES

Under the direct supervision of Services Manager of the D Family Businesses, the Spa Manager performs the following duties:

- Leads, directs and supervises spa team in creating an outstanding experience for the customer so that customers are treated and responded in a very professional, friendly and timely manner
- Develops, promotes and grows retail sales and services through training, tools and monitoring
- Liaises with third party products and services providers to increase brand awareness and revenue for the spa
- Liaises with Services Manager to develop Spa D'lax marketing strategy and ensure a consistent image is always professionally figured
- Promotes all aspects of the spa facility
- Demonstrates an exceptional level of professionalism for the staff to emulate and create a motivating environment of sincerity, warmth and fun for staff and guests/customers
- Interviews and selects members of the team together with Services Manager
- Ensures all spa therapists are fully trained and skillful to undertake the treatments offered
- Ensures all spa staff attendance and submits the report at the end of the month for staff payroll and remuneration packages
- Ensures consistent and quality timely opening and closing of the spa while security of the spa facility at the close of each day is in line with the requirements
- Manages and controls all purchases and sales as budgeted and provides daily sales reports to the services manager
- Performs other duties as required

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Completion of a bachelor's degree of business administration, business studies, accounting or business management with experience in a spa/salon for more than 2 years in supervisory or managerial role
- Very good understanding of market strategy, human resources management and spa operation
- Basic computer knowledge of word-processing, spreadsheet, email client and presentation software
- Fluent speaking and writing skills in Burmese and English is required

ADDITIONAL NOTES

Attractive remuneration package, medical benefits, annual leave, flexible working hours, in-house career development trainings, opportunity to work with different communities and businesses