

Assistant Spa Manager

Body Balanced Massage Therapy Inc.

Job ID
9856

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LOCATION	DATE POSTED	EXPIRY DATE	
1919 Centre St NW, Calgary, AB Alberta	11-06-2026	08-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36-38 per hour	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Employer: Body Balanced Massage Therapy Inc.

Position: Assistant Spa Manager

Vacancies: 1

Terms of Employment: Permanent, Full-time (30 to 40 hours per week), Morning, Day, Afternoon, Weekend, Flexible Hours

Hourly Wage: \$36.00 - 38.00

Expected Start Date: As soon as possible

Work Location: 1919 Centre St NW, Calgary, AB T2E 2S7

Body Balanced Massage Therapy is a Calgary massage therapy clinic offering therapeutic massage, deep tissue massage, relaxation massage, and recovery-focused treatments. We are looking for a Spa Assistant Manager to support daily clinic operations, client service, staff coordination, appointment flow, and administrative procedures.

Duties and Responsibilities include but not limited to:

- Assist in planning, organizing, directing, controlling, and evaluating daily clinic and spa operations.
- Coordinate appointment schedules, client flow, practitioner room assignments, and front-desk priorities.
- Supervise and support administrative/front-desk staff and help coordinate communication between staff, therapists, and management.
- Implement and monitor clinic policies and procedures for client service, appointment booking, records, payments, receipts, and workplace organization.
- Respond to client inquiries, service concerns, booking issues, and complaints in a professional and timely manner.
- Support inventory control for linens, office supplies, massage products, and clinic operating materials.
- Assist with staff onboarding, training, shift coordination, performance follow-up, and administrative recordkeeping.
- Help maintain client files, intake forms, payment records, direct-billing documentation, and other confidential clinic records.
- Assist with local marketing, online listings, client retention initiatives, and coordination of promotions approved by management.
- Prepare operational reports and provide recommendations to improve client experience, efficiency, and service quality.

Position Requirements and Qualifications:

- Completion of secondary school is required.
- 1-2 years of experience in personal care services, wellness clinic, spa is required.
- Experience with appointment scheduling, client communication, staff coordination, inventory, payments, or office administration is required.
- Experience supervising staff or coordinating daily work priorities is an asset.
- Post-secondary education or training in business administration, hospitality, spa management, office administration, or a related field is an asset.
- Knowledge of massage therapy, wellness clinic operations, online booking systems, POS/payment systems, or insurance/direct billing procedures is an asset.
- Must be organized, reliable, client-focused, detail-oriented, and able to work in a fast-paced service environment.
- Must be available to work flexible shifts, including evenings and weekends, based on clinic operating hours.

Business Equipment and Computer Applications:

Spreadsheet; MS Excel; MS PowerPoint; MS Windows; MS Word; Electronic scheduler; Electronic mail; MS Office; MS Outlook; Adobe, etc.

Work Conditions and Physical Capabilities:

Fast-paced environment; Repetitive tasks; Attention to detail

How to Apply:

If you are interested in the position and would like to join and grow with us, we encourage you to send us the Resume and Cover Letter by email to bbmt.yyc@gmail.com