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## Front Desk Manager – Virginia Beach, VA

### Front Desk Manager Job in Virginia Beach

We are hiring a part-time Front Desk Manager in Virginia Beach. This position is a good fit for someone who enjoys working with people, staying organized, and helping daily operations run smoothly.

As the first point of contact, you will greet clients, answer phones, help manage scheduling, and support the flow of the office throughout the day.

This is a busy role with a mix of customer service and administrative work, and it can be a great opportunity for someone looking to build experience in a professional office environment.

### Responsibilities

- Greet clients and visitors in a friendly, professional manner
- Answer phone calls and respond to routine questions
- Schedule appointments and help manage daily front desk flow
- Process payments and assist with gift certificate sales
- Keep the reception area clean, organized, and presentable
- Assist with light office tasks and retail restocking as needed

### Qualifications

- High school diploma or equivalent
- Reliable transportation
- Strong communication and customer service skills
- Comfortable handling phone calls and multitasking
- Organized, dependable, and able to stay on schedule
- Available for evenings and weekends as needed

No prior massage therapy experience is required. We are looking for someone who is professional, steady under pressure, and comfortable working in a fast-paced setting.

### Interested in a career in Massage Therapy?

Learn more about our [admissions process](#), review our [tuition and fees](#), or [contact us](#) to speak with our team.

For more information about front desk and receptionist work, visit the [Bureau of Labor Statistics Receptionists page](#).

### Contacts

**Walter F. Bender, Jr.**

Assistant Managing Director

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### Employment Type

Part-time

### Job Location

195 S. Rosemont Rd. # 105, 23452,  
Virginia Beach, Virginia

### Compensation (Starting)

\$ 21.00

### Valid through

31.12.2026