m.
SALON & SPA

Affirmative Action-Equal Opportunity Employer

Job Title:	**Salon Coordinator** (Front Desk/Receptionist)
Position Type:	Part Time (Full Time potential)
Location:	Wallingford, CT
Application Requirements:	Cover Letter Resume Application (download from www.msalonandspa.com)

Applications Accepted By:

Fax or E-mail: (203) 949-0251 or info@msalonandspa.com Subject Line: Salon Coordinator Application **Attention:** Hiring Manager	**Mail:** Hiring Manager M. Salon & Spa 1114 N. Colony Rd. Wallingford, CT 06492

Job Description

Duties:
- Welcome guests to the salon by offering refreshments and hanging coats
- Answering phones professionally and courteously to schedule appointments and handle guests' questions and concerns
- Possess basic knowledge of all services and products to assist guests.
- Maintain a welcoming reception area by cleaning and restocking amenities as required.
- Actively promote salon programs and promotions.
- Provide accurate and timely responses to all guest requests ensuring complete customer satisfaction.
- Regularly attend and participate in ongoing training and team meetings.

Requirements:
- Functional Computer knowledge and willingness to learn applicable salon software
- Excellent work ethic and telephone skills
- Ability to remain composed and focused in a fast paced environment
- Client focused with excellent interpersonal, communication, listening and customer service skills
- Professional appearance and demeanor
- Enjoy working with people and possess a friendly and outgoing personality
- Flexibility to work a variety of shifts including: days, nights, weekends, holidays and special events.

Benefits:
- Hourly wage
- Vacation and Paid Time Off
- Health benefits and supplemental insurance plans available
- Service and retail discounts
- Growth opportunities