



Affirmative Action-Equal Opportunity Employer

<b>Job Title:</b>	<b>Salon Coordinator</b> (Front Desk/Receptionist)	
<b>Position Type:</b>	Part Time (Full Time potential)	
<b>Location:</b>	Wallingford, CT	
<b>Application Requirements:</b>	Cover Letter Resume Application	
<b>Applications Accepted By:</b>		
<b>Fax or E-mail:</b> (203) 949-0251 or <a href="mailto:info@msalonandspa.com">info@msalonandspa.com</a> Subject Line: Salon Coordinator Application <b>Attention:</b> Hiring Manager	<b>Mail:</b> Hiring Manager M. Salon & Spa 1114 N. Colony Rd. Wallingford, CT 06492	
<b>Job Description</b>		
<p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Welcome guests to the salon by offering refreshments and hanging coats</li> <li>• Answering phones professionally and courteously to schedule appointments and handle guests' questions and concerns</li> <li>• Possess basic knowledge of all services and products to assist guests.</li> <li>• Maintain a welcoming reception area by cleaning and restocking amenities as required.</li> <li>• Actively promote salon programs and promotions.</li> <li>• Provide accurate and timely responses to all guest requests ensuring complete customer satisfaction.</li> <li>• Regularly attend and participate in ongoing training and team meetings.</li> </ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Functional Computer knowledge and willingness to learn applicable salon software</li> <li>• Excellent work ethic and telephone skills</li> <li>• Ability to remain composed and focused in a fast paced environment</li> <li>• Client focused with excellent interpersonal, communication, listening and customer service skills</li> <li>• Professional appearance and demeanor</li> <li>• Enjoy working with people and possess a friendly and outgoing personality</li> <li>• Flexibility to work a variety of shifts including: days, nights, weekends, holidays and special events.</li> </ul> <p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Hourly wage</li> <li>• Vacation and Paid Time Off</li> <li>• Health benefits and supplemental insurance plans available</li> <li>• Service and retail discounts</li> <li>• Growth opportunities</li> </ul>		