



Job Description: Front Desk/Reception

Duties and Responsibilities

The Front Desk is clearly the first and final impression for all clients. Professionalism is expected at all times. An energetic and socially interactive personality will thrive when balanced with strong time management skills. Staff members must prioritize tasks in order to focus on superb customer service while maintaining accuracy in scheduling, transaction receipts, and inventory sales and replenishment. Front Desk staff members greet clients, answer phones, confirm appointments, keep and update records, maintain a clean workspace, conduct various administrative duties, and much more. Generally, the Front Desk person is responsible for helping to build the business and support a welcoming atmosphere for everyone who comes in contact with Illuminate Salon.

Availability and Scheduling

This position constitutes part time employment. Flexible shifts of three to eight hour duration take place Tuesday through Saturday, beginning and ending one half hour before and after salon operating hours. Ideally, 17 to 25 hours per week will be scheduled, with Saturdays rotating between staff members.

Current salon hours: Wednesday and Friday 9 AM until 5 PM
 Tuesday and Thursday 10 AM until 8 PM
 Saturday 9 AM until 3 PM

Qualifications

The ideal candidate will possess Microsoft Office Suite proficiency and a high comfort level with web based software programs. An ability to learn on the job through exploration and creativity is critical to success. A high school diploma or equivalent is expected, and some college is preferable. Salon or other reception/administrative experience are an advantage.

Compensation

Competitive market rate wages are offered, and may be negotiable depending on special circumstances. No paid time off or other benefits are available at this time.