

Advertisement for new FD staff members

We're looking for the best, brightest and experienced guest services professionals in the _____ area that are ready to push their careers into full throttle. As a Leader in the Spa/Salon industry we are committed to continued education, competitive pay, a friendly, fast passed work environment that allows each person's strengths to rise to the top and allows every staff member the opportunity to be the best they can be!

Salon Spa - Front Desk Lead

The person we are looking for will provide an excellent service experience to guests as well as provide guidance and assistance with retail products. We are looking for someone who has an awareness of the importance of intention in their work on a daily basis. This person takes pride in his/her own appearance and well-being and believes learning never ends.

Minimum Requirements

- **Experience:** One year previous experience in similar environment.
- Excellent client service, communication and organization skills.
- Ability to manage time effectively
- Ability to perform basic computer skills
- Self-motivated and ready to go above and beyond.
- Flexibility to work weekends and evenings.
- Team player.
- Goal-oriented.

Receptionist Wanted:

We are looking for an outgoing, personable, reliable, goal driven professional to join our team at salon spa 123

Responsibilities include:

Excellent Customer Service

Fashion Forward

Superb Phone Skills

Friendly/Outgoing/Well Mannered/Positive Attitude

Must be willing to work Saturdays

Computer Savy

Support the company in achieving its goals

Salon Spa Front Desk Coordinator

We are currently looking for more front desk staff.

Our Salon Spa Coordinator is more than a receptionist, it is an integral, valued member of our team. You are in many senses the face of the business, welcoming both returning and new clients creating a positive experience with each visit. You also play a vital role in coordinating the work flow of the rest of the staff. Beyond the typical front desk duties, there is opportunity to take on more responsibilities.

- Answering phone calls, helping clients book appointments as well as recommending services and products.
- Supporting the company in reaching its daily, weekly, monthly goals..
- Effectively checking guests in and Out and scheduling their next appointments.
- Streamlining the work flow of the salon/spa team.
- Maintaining a professional work environment
- Maintaining retail products stocks; preparing and receiving orders.

Include your resume in the body of the email. We will NOT open attachments.

Receptionist Needed

An upscale salon spa is currently hiring for a ____-time Front Desk Receptionist (including Admin work) We are seeking a professional, positive & motivated individual to run the front desk & provide an excellent experience to our clients. Candidates must have Front Desk experience & possess the ability to handle periods of high volume with ease.

Duties include but not limited to:

Greeting & checking guests in/out

Answering phones along with scheduling appointments

Maintaining orderly, clean environment

Support to all service providers

Extremely detailed individual

Ability to multi-task while maintaining attention to detail

Strong communication & listening skills

Desire to be part of a TEAM that works toward success together

Salon FD Coordinator Wanted:

Do you love the Salon Spa Industry? Do you enjoy being part of a top performance team?

If you answered "yes" then we have the perfect opportunity for you! Salon Spa 123 is looking for a friendly face to add to our family. We currently have an opening for Front Desk Receptionist. Our receptionists are a crucial part of our team - the 'face' of the salon. We are looking for a well spoken & well groomed individual with a good work ethic that can function well with both our clients and our service providers.

Qualifications:

- Professional phone presence
- Basic computer skills (apple)
- Great organizational skills
- Works well under pressure
- Customer oriented
- Friendly, energetic, enthusiastic
- Flexible, resourceful, perceptive
- Experience in salon environment a plus

Please E-mail us with a little information about yourself along with your resume. We ask that you do not call the salon spa as we are only taking resumes through e-mail. If you have any questions regarding the salon spa or employment, please include them within your e-mail. Our commitment is to respond to your resume within 72 hours of receiving it.

Below are lists of skills you may want to add into you job postings (making sure you are looking for the right staff member for your company)

- Assess client needs and recommend services
- Learn retail products and make recommendations to clients
- Manage salon spa software system
- Attend monthly staff meetings
- Greet clients professionally and courteously
- Coordinate staff schedules
- Perform daily tasks/reception desk activities
- Exhibit a "Can-Do" positive attitude
- Salon Spa Manager experience preferred, however not required.
- Excellent telephone skills, and interpersonal interaction with clients and staff
- Willing to lead by example, and show great work ethics
- Passion and desire to work in the Salon Spa industry
- Organized, detail-oriented, effective communication skills
- Meticulous, conscientious, and assist with upholding all company systems and structures.
- Committed to do what it takes to accomplish goals, targets, and objectives.
- You are articulate and grounded.
- Good organizational skills, and an ability to multi-task.