

FLAWLESS FACES

HAIR & BEAUTY

Front Desk Administrator/Receptionist

Stamford

Full or Part Time – Flexible on Hours

We are a busy, friendly and well respected Beauty Salon and Laser & Aesthetics Clinic based in the centre of Stamford. We have been established since 2006 and as part of our exciting plans for 2022 are looking to grow the team.

We have grown to become one of the largest Clinics in the East Midlands specialising alongside our Beauty Salon in non-invasive Skin, Body & Laser treatments with some of the biggest equipment and skincare brands in the sector.

This opportunity would suit someone with a genuine interest in the sector who is able to multi-task, is pro-active, confident and be a great brand ambassador.

ACCOUNTABILITIES

- Providing a great customer experience for all clients
- Meet and greet clients
- Check clients in on system and out as required
- Make bookings on system – face to face and on the phone
- Ensure that the system is up to date and there are no double bookings
- Take payments and cash up at end of day
- Ensure replenishment levels are optimum
- Maintain customer relationships and re-book rates
- Provide your team a supportive environment
- Maximise sales and re-book rates
- Deal with customer queries
- Support therapists as required to ensure salon runs smoothly
- Help with other duties that will aid the smooth running of the business as directed by Line Manager

FLAWLESS FACES

HAIR & BEAUTY

EXPERIENCE REQUIRED

- Previous experience is desirable but not essential – attitude is more important
- Highly organised and motivated
- A genuine passion for the sector
- Tenacious, flexible and hard working
- Cool, calm & collected in a crisis
- Customer focused and driven

WE OFFER

- Competitive package
- A happy, success led team environment
- Generous staff discount
- Opportunity to grow with the business
- Coaching & Mentoring
- Regular staff socials

Reference ID: Reception

Wage - Negotiable

Job Types: Full-time, Part-time, Permanent

Salary: Up to £11.00 per hour

COVID-19 considerations:

All clients and staff are expected to adhere to COVID-19 restrictions including lateral flow testing and wearing of masks.