

Job Description



Job Title: Salon Receptionist

Job Type: Full-time, Permanent

Pay Type: Wage, Hourly

Primary Responsibility:

The salon receptionist is a professional responsible for managing the day-to-day operations of the salon. Candidates should be comfortable talking to clients both in person and over the phone. Responsibilities include warmly greeting clients, answering the phone, checking clients out, booking appointments, and helping to maintain the cleanliness of the salon.

Job Duties:

- Manage phone calls, emails, deliveries, and office inventory
- Greet clients warmly and assist them with check-ins and check-outs
- Process bookings and cancellations, and manage appointment schedules
- Maintain cleanliness and organization of the salon
- Process payments accurately using cash registers and POS systems

Qualifications & Skills:

- High school diploma, GED, or equivalent
- Previous experience in a customer-facing role is preferred
- Friendly and professional demeanor

Requirements:

- One evening required each week, occasional Saturdays
- Adhere to salon dress code
- Attend mandatory trainings and meetings to ensure professional development

Benefits:

- Employee discount on services and products

About:

Founded in August of 2020, Devoted Hair Salon is a homegrown, six-chair salon dedicated to diversity and inclusion. We offer hair services including cuts, colors, and texture treatments for men, women, and children. Our staff is committed to education and keeping up with the latest styles and trends.

We want everyone to feel comfortable and confident to be themselves. We pride ourselves in providing a safe and inclusive environment for every person who walks through our door.