



Now Hiring Part-Time Salon Assistant



THE IDEAL CANDIDATE IS:

DEPENDABLE

More reliable than spontaneous

PEOPLE-ORIENTED

Enjoys interacting with people and working within a team

INNOVATIVE

Prefers working on tasks that require creativity or in unconventional ways

JOB DESCRIPTION

We are looking for an organized Salon Assistant (Part-time) to provide customer and administrative support for our company. In this role, you will be required to greet and welcome clients, secure bookings, manage appointment schedules, process transactions, and assist with sales and marketing.

To ensure success as a Salon Assistant, you should possess excellent organizational and marketing skills. A top-notch Salon Assistant should be able to remain calm in stressful situations and provide excellent customer service and support.

RESPONSIBILITIES

- Check customers in and out of shop.
- Keep upper and lower-level of shop and salon clean and orderly.
- Wash, dry, fold and supply capes, hot towels, and washcloths for barbers.
- Help sweep up after older barber.
- Monitor barbers to make sure they keep their areas clean & follow barber shop procedures.
- Answer phones and schedule appointments for barbers and cosmetologists.
- Suggest enhancements and assist in the marketing of the barber shop.
- Put up seasonal decorations for holidays.
- Take credit card and cash payments.
- Reconcile and report cash drawer daily for accounting.
- Work with our accountant to provide her with necessary payroll & accounting info.
- Notify management when additional supplies are needed.
- Dress professionally.
- Answer customer questions and take care of customer inquiries and complaints.
- Operate TV monitors, lights, and Jukebox music for shop.
- Offer customers refreshments if requested
- Offer children candy, snacks, or gumballs if parent allows.
- Refill supplies as needed.

CONNECT WITH US: www.facebook.com/NorthbrookBarberShop

THIS JOB IS

- Only one day a week on Saturday
- 8 to 12 hour shifts available at your choice

HOW TO APPLY

Email your resume and portfolio to eoliva@beaconfunding.com to apply for this position.

CONTACT US

Northbrook Barber Shop

1519 Shermer Road
Northbrook, IL 60062

Elizabeth Oliva

P (847) 897-1765

F 847-897-1764



RESPONSIBILITIES (CONT.)

- Give tips paid on credit cards to barbers.
- Handle scheduling for barbers including blocking off time when they will not be in.
- Empty shop garbage cans periodically.
- Keep in communication with management with questions and inquires you are not sure of.
- Report any repairs, maintenance, and supplies needed at shop.
- Put trash can by curb on Monday night or Tuesday if holiday week. Return can to side of building after emptied the next day.
- Keep paper hand towels, toilet paper, tissues, and hand soap supplied in bathrooms.
- Keep refrigerator stocked with water and soda.
- Keep candy jar/cookie bins and gumball machine filled.
- Fill in time in and time out in Salon Iris.

REQUIREMENTS

- High school diploma or GED.
- Proficiency in administrative computer software such as MS Word, Excel, and Outlook.
- The ability to remain calm and professional in stressful situations.
- Marketing and sales abilities.

BENEFITS

- \$15/hour
- \$500 signing bonus
- State of the art newly remodeled Barber shop
- Location in existence for over 30 years with established customer base
- Flexibility for maintaining work-life balance
- Career advancement opportunities to shop manager
- Located near Northbrook train station with easy transportation and customer access.

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