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*Fantastic Sams  
1587 Paulson Road  
River Falls, WI 54022  
(715) 245-8964*

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## ***PART TIME FRONT DESK ASSOCIATE***

### **JOB DESCRIPTION**

First point of contact for Guests contacting the salon either in-person or via phone. The Front Desk Sales Associate is responsible for scheduling appointments and selling additional services and products.

### **SKILLS/REQUIREMENTS**

- Basic computer knowledge including email, Word and Excel;
- Experience in sales;
- Experience working with the public/customer service;
- Ability to accurately and efficiently handle monetary transactions.

### **WHAT THE FRONT DESK SALES ASSOCIATE WILL DO**

- Greet Guests as they arrive at the salon;
- Suggest services and products at check-in to meet the Guests' needs;
- Answer the salon phone;
- Schedule walk-in Guests as well as future appointments;
- Confirm scheduled appointments;
- Accurately estimate wait-times;
- Ensure waiting Guests are comfortable and served;
- Resolve Guest complaints as they arise on the shift;
- Manage the service floor to ensure Guests are serviced to the level required by our salon;
- Accurately and efficiently check out Guests when their service is complete;
- Support incentive programs;
- Develop and maintain in-salon promotional materials and retail displays
- Assist the Salon Manager with projects and administrative tasks as needed.

*If you desire the challenges and rewards that a salon sales career has to offer and you meet the above requirements, please apply online at [www.SalonFS.com/JoinOurTeam](http://www.SalonFS.com/JoinOurTeam) or contact Julie at (715) 245-8964 with any questions.*