

# Front Desk Manager

**Job Title:** Front Desk Manager

## **Company Overview:**

Join our dedicated team at Hair Loss Solutions, where we specialize in helping individuals regain their confidence through innovative hair restoration solutions. With a focus on professionalism, compassion, and expertise, we provide tailored treatments to address various forms of hair loss. If you're passionate about helping others, we invite you to apply today!

**Position:** Front Desk Manager/Receptionist

**Location:** Vadnais Heights

**Job Type:** Part-time

## **Responsibilities:**

- Answering calls and providing excellent customer service.
- Checking out clients and handling transactions.
- Rescheduling clients and scheduling new client consultations.
- Setting clients under the laser for hair regrowth treatments.
- Restocking retail products.
- Assisting drop-in clients with purchasing our Hair Loss Solutions Rejuvenation Systems Products.
- Updating client files and maintaining the overall daily operations of the salon.

## **Requirements:**

- Friendly and professional demeanor.
- Strong organizational skills.
- Ability to multitask in a fast-paced environment.
- Interest in hair care and cosmetology is a plus!

## **Benefits:**

- Gain hands-on experience in a salon setting.
- Flexible weekday schedule with no late nights or weekends.
- Opportunity for pay increase with experience.
- Supportive and inclusive work culture that values teamwork and compassion.
- Opportunity to make a meaningful difference in clients' lives by restoring their confidence and self-esteem.

**How to Apply:**

If you are passionate about assisting individuals in regaining their confidence through hair restoration and possess the skills to deliver outstanding service, we want to hear from you! Please submit your resume and a cover letter explaining why you are interested in joining our team! We look forward to reviewing your application!