



# Example of Salon Coordinator Job Description

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Our company is growing rapidly and is hiring for a salon coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for salon coordinator

- Exhibiting good communication skills when dealing with a difficult or corrective service situation
- Overcoming booking mistakes or corrective work
- Ensuring that refunds and re-do's are handled in a professional and friendly manner
- Ongoing personal continuing education on products, services, and current issues relating to the industry
- Promoting business outside of the salon
- Adjusting schedule to meet client needs
- Ensuring that the reception area and salon meet and exceed State Board Regulations
- Maintaining a clean and organized reception area
- Effectively organizing time and resources to meet sales goals
- Being open to change and taking calculated risks to improve business

## Qualifications for salon coordinator

- Communication with Salon Management regarding issues and needs
- Meeting salon guidelines for attendance and tardiness
- Maintaining an updated professional appearance and meets the salon dress code
- Respond promptly and positively to patients, families and all others in a respectful, courteous and confidential manner

competent, efficient and professional manner

- Outgoing, have a pleasant attitude and get along well with children of all ages and abilities