



Example of Salon Coordinator Job Description

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Our growing company is looking 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

- Receive enquiries from Aveda UK incoming call line and hand over to Regional Manager
- Responsible for analysing account basis data from the Business Analyst & Salon Support Executive
- Monthly SDP accompany visit
- Expected travel to London office when required
- Annual/Bi annual visits to Accounts
- Assist sales associates with all aspects of business
- Demonstrate timely follow up and follow through skills with customers' requests
- Maintain associates' schedules - manage coverage issues and schedule changes
- Ensure proper floor coverage in partnership with management
- Collect and maintain the e-commerce platform with product details, photography and cross & upselling products

Qualifications for salon coordinator

- Adapts communication style to the individual needs of each Aveda salon
- Outstanding customer service skills and confident telephone manner
- Good keyboard skills and computer literacy are necessary along with a high level of accuracy
- Be an excellent brand ambassador!

- Must be able to work a full time schedule, including evenings, weekends and some holidays