



Example of Salon Coordinator Job Description

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Our growing company is looking to fill the role of salon coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for salon coordinator

- Provide accurate and consistent information to clients about available services
- Conducts consultations with clients, performs wig consultations, fitting and sales
- Conducts consultations with clients for hair toppers
- Performs head shave
- Provides wig wash and style services
- Identify and work toward service efficiencies
- Approaches work in a service driven, quality focused, and cost-efficient manner
- Initiates and maintains collegial relationships within and outside of the CMTBCRC
- Suggesting retail products to all clients, upselling/suggesting larger quantities, promotions and additional services

Qualifications for salon coordinator

- Successfully completed vocational Education ideally in Digital related areas
- Experience in working in a digital trading environment, with hands on experience of trading an Online e-commerce Shop using an enterprise eCommerce platform, preferably Hybris Commerce
- Able to analyze and interpret large amounts of data
- Greeting clients, checking them in and out
- Cleaning of the salon, disinfect tables, chairs and tools after each use

