

Salon Assistant Job Description

- Provide reception and salon services, such as scheduling, answering the telephone, and taking client name and appointment time
- Maintain a well-organized work area by keeping appointments information, customer files and payment records
- Make various salon services for customers, such as shampoo, haircut, conditioning treatment, facial treatment and manicure
- Administer various beauty treatments, such as make up application, facial massage, waxing or threading of eyebrows/eyelashes/mustache/facial hair or any other beauty service according to customer request
- Maintain records of customer billings, including payment method and customer personal info, to ensure proper record-keeping
- Maintain a neat and clean work area so that it gives a professional image to customers and helps in preventative maintenance of salon business
- Act as a concierge for customers by greeting and welcoming them in the salon lobby, assisting them by directing them to their service stations or seating and checking their identification cards
- Stay updated with communication and marketing tools and techniques.