

# Kinky Curly Straight

HAIR SALON

## Position: Salon Coordinator

KINKY CURLY STRAIGHT has a simple vision: to provide a first-class environment to their staff, to develop their careers to help them be the best hairdresser they can be; and to provide their clients a luxurious, friendly & comfortable customer experience.

The salon has been running for nearly 10 years with great success in the local community and hairdressing industry, providing their team with strong clientele and career growth opportunities. If you are looking for a long-term and reliable job security, Kinky Curly Straight can provide.

Location: Magill Rd, Stepney, SA (just 5min East of the City Centre).

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### The Role:

We are seeking a **Salon Co-Ordinator / Receptionist** to help us deliver the best possible service to our valued clients. This position is fantastic for somebody who wishes to work in a busy trendy environment with a talented and award-winning team.

### The Hours: Permanent Full time

Tuesday – Saturday

- Must be available to work until 8.45pm every Wednesday and every Friday
- As well as 8am – 4.30pm every Saturday

\*The above hours are non-negotiable

You will either have Thursday off or a late start on Wednesday or Friday

### The Perks:

- \$50,000 annual salary with generous incentives & perks
- Permanent Full-time position with a successful company
- On-going training
- Work along inspirational industry icons
- Work for a fashionable & luxurious brand

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- Free parking available (about 2min walk from the Salon) and near public transport

## Skills Required:

- Reception/Front of House/Front desk experience **(5 years min)**
- Excellent personal presentation
- Excellent communication skills
- Excellent customer service
- Computer literacy (word, excel, internet, social media)
- The ability to work in a busy environment and remain calm under pressure
- Competence and initiative
- Great time management skills
- A positive attitude
- Friendly and professional demeanour
- A willingness to learn & grow

## Duties:

- Answering all incoming calls
- Meeting and greeting guests and preparing refreshments
- Booking appointments
- Assisting with retail sales
- Ensuring the smooth and harmonious running of the Salon
- Maintaining cleanliness of the Salon
- Looking after stock levels of all retail products and professional use products
- Responding to client emails, social media comments and general enquiries

To apply for this role, or for more information, please forward your resume and cover letter to [salon@kinkycurlystraight.com.au](mailto:salon@kinkycurlystraight.com.au).

**Please Note:** You will need to be an Australian citizen or hold a Permanent Visa to apply for this position. Only short-listed candidates will be contacted for an interview.