

EVE Nail.Body.Face

Receptionist / Hostess Wanted

Permanent casual position

30+ hours per week

Job Description

EVE is hiring a hostess/ receptionist for our Pacific Fair location. If you are a great communicator, love working with people, are dependable and can multi-task with little direction, we'd love to hear from you!

- Fast paced; the days definitely go by quickly.
- Keep customers happy
- Ensure a smooth-running salon during our busy hours
- Not a desk job. You do NOT need to know Excel, Microsoft, etc
- Interest in all things beauty a plus!

Responsibilities include:

- Greet, check in and check out all customers.
- Take payment via Eftpos/Cash
- Answer the phone with smile and book appointments.
- Clean and sanitize salon.
- Keep salon clean and clutter free.
- Wash / Dry / Fold / Stock towels.
- Open / Closing / Hourly cleaning duties.
- Ensuring excellent Customer Service
- Other duties as directed by manager

Schedule: Must be flexible with everything below-

- 8-hour shift
- Day shift
- Monday to Friday
- Weekend availability

Experience:

- Customer Service: 1 year (Preferred)

Shift Availability:

- Weekday Shift (Required)
- Weekend Shift (Required)

Successful applicants must have:

- relevant previous reception/hostess experience
- Cash register
- Eftpos & cash handling
- strong communication and interpersonal skills
- strong organisational skills and attention to detail.

If you are interested in this job, please email your resume to info@evepacificfair.com.au or call 0413448535 for further information.