

JOB DESCRIPTION

Job Title: Stylist

Salary: Negotiable subject to qualifications, skills and experience

Location: Canterbury

Main Purpose of Job: To deliver constantly high levels of customer service. To achieve personal service and sales targets. To ensure that Company policies and procedures are carried out. To participate in and contribute to photographic sessions. To carry out training and development needs as agreed in the appraisal process. To participate in salon service and sales promotional activities

Responsible To: Salon Manager

There will also be a close working relationship with:

Stylists
Apprentices

Responsibilities:

- ✓ To ensure that all clients (not just those allocated to you) are given the highest levels of customer service with special attention to comfort and friendliness
 - ✓ To generate and promote a professional working atmosphere
 - ✓ To advise clients of all aspects of services available
 - ✓ To advise clients of all products, tools and equipment available for retail purchase
 - ✓ To establish and increase client count
 - ✓ To increase individual client spend
-
- ✓ To promote the philosophy and ideals of the Company

- ✓ To undertake Induction training as directed
- ✓ To ensure that a minimum of 75% of all new clients allocated return on a regular basis
- ✓ To attend photographic shoots as and when required with a minimum of 10 working days notice
- ✓ To coach, train and mentor trainees once a month on a rota basis
- ✓ To co-operate when required to assist in promoting the Company image i.e. shows and competitions with minimum of 10 working days notice
- ✓ To liaise closely with Salon Manager (and receptionist where applicable) to ensure clients bills are completed accurately in accordance with salon price lists and agreed quotes
- ✓ To carry out reception duties when required
- ✓ To update and complete client records following Company procedures
- ✓ To liaise with Salon Manager on advance ordering of stock, including monitoring stock levels
- ✓ To attend team meetings and contribute to the success of the Company
- ✓ To carry out such other duties in line with skills and experience as may be required by the Company

Personal Specification:

Your application form needs to demonstrate clearly how you meet the criteria listed. Please give specific examples wherever possible. If you do not fully meet the criteria you may not be shortlisted.

Qualifications:

NVQ Level 2 or equivalent in Hairdressing

Willing to undertake NVQ Level 3 in Hairdressing and A1 Assessors award within an agreed period of time

Experience and Knowledge

Experience of working in a commercial hair salon

Knowledge of current trends within the hairdressing and fashion industry

Interpersonal Skills

Excellent interpersonal skills to work effectively with the team

Ability to work as part of a team and individually

Able to demonstrate good communication skills

Ability to work under pressure

Van Hoeff
43 Dover Street
Canterbury
vanhoeffhairdressing.co.uk

