

ANDREW COLLINGE

Andrew Collinge Hairdressing are looking to recruit a part-time receptionist to work in our Liverpool City Centre salons

You will be part of two talented and busy salon teams delivering excellent customer service to our clients. The successful person will be a good communicator and organiser. It is a great opportunity to work for a well-respected hairdressing company with a loyal clientele.

Responsibilities:

- The successful person will be excellent at delivering customer service, organised, a good communicator and enjoy working as part of a team.
- Meeting and greeting clients
- Maintaining a clean and inviting reception and retail area
- Creating and pro-actively monitoring client appointments – by telephone, in person and online
- Answering telephone quickly, warmly and efficiently
- Making all visitors feel welcome – taking coats and offering refreshments
- Promoting and selling all retail products available in the salon
- Taking client bills
- Cashing up and completing necessary administration procedures
- Banking as required and ordering change

Requirements:

- Excellent communication skills
- Customer service or retail experience
- Weekend working
- Computer literacy
- Operating salon appointment and point-of-sale software (training provided)
- Experience in using Microsoft Word and Excel
- Email communication

Schedule Andrew Collinge 45, Castle Street, Liverpool

- Wednesday 7:45am to 14.15pm (6 hours, 30 mins unpaid lunch)

Schedule Andrew Collinge Graduates 99 Bold Street, Liverpool

- Friday 8.45pm to 19.15 pm (10 hours, 30 mins unpaid lunch)
- Saturday 8.45 am to 17.45pm (8.5 hours, 30 mins unpaid lunch)

Remuneration and hours:

- £8.00 per hour
- 3 days per week, 24.5 hours
- Breaks – unpaid 30 minute lunch and two paid 15 breaks
- Complimentary hairdressing on days off
- Extra work via holiday cover available

To apply for this job please fill-out the online job application at andrewcollinge.com/careers

Andrew Collinge Hairdressing

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