

Client Coordinator

Position is: New Position

Reports to: Salon Owner, Salon Manager, Services Technicians, Artistic Manager/Educator, Salon Technical Director, Spa Technical Director

Primary Customer: All service and retail clients

Primary Partner: Service Technicians, Aveda Advisor, and Client Coordinator

Primary Objective: To maximize service sales within the Aveda Environmental Lifestyle Store, Salon, and Spa, while exceeding the guest expectations.

Accountabilities:
Exceed guest expectations
Maximize books for each service technician

Assumptions:
Excellent customer service, communication and organizational skills
Ability to manage time effectively
Ability to perform basic computer skills