

## Salon Assistant

Position is: New Position/Existing

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 provide support to all salon operators and maintain client flow. To provide all salon guests with Aveda Salon Value Added services.

Accountabilities:

- To perform all opening and closing duties
- Assist with client service when needed
- Perform valued added services to all clients

Assumptions:

- Customer service
- Communication and organizational skills
- Ability to work a flexible schedule to include days, evenings, weekends and holidays