



Learning Enrichment
FOUNDATION

SALON COORDINATOR / RECEPTIONIST

HAIR STYLING INDUSTRY

Required Qualifications

- High energy and likes to keep busy.
- Professional in all areas (wardrobe, communication, time management).
- Fashionable -- a high end salon requires someone with style to lead their team.
- Presentable -- always put together well, clean and pressed clothing and great hygiene.
- Understand the importance of great customer service.
- Extremely organized, and can multitask without falling behind.
- Good conflict management and problem solving skills.
- Flexible and able to balance workloads.
- Able to work weekday evening and weekend shifts.

Responsibilities

- Handling phone calls.
- Booking appointments.
- Managing products and inventory.
- Managing an email account.
- Balancing and entering deposits.
- Others duties to be discussed.

Employment Details

Wage	\$12-14/hr depending on experience)	Hours	Mon.-Fri. 9:00pm-5:00pm or 12:00pm-8:00pm
Employment Terms	Full-time		
Major Intersection	Yonge St. & St. Clair Ave (Toronto)	Public Transit	Yes

Job Order details

Job Developer	Ashton	Job Order #	140283	No. Of Positions	3
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If you are registered with The Learning Enrichment Foundation: Please call the Job Developer.

If you are not registered: Apply for this position in person at **116 Industry Street** Toronto, M6M 4L8, **Monday to Friday, 9:00am - 3:30pm.**
Your S.I.N. and an updated resume are required for registration.