



Studio Coordinator

BellaPelle Skin Studio www.bellapelle.com, a swanky and chic skin care studio is looking for an “on the ball” Studio Coordinator to oversee and organizes day to day operations. We are looking for someone who would take pleasure in working long side an exciting and innovative team. The ideal addition to our staff **must** thrive in a fast-paced, ever changing and progressive environment. This individual must be able to work independently as well as collaborate with the rest of the staff to get the job done! Must be self-confident, professional and be capable of expressing ideas and solutions to better the business.

Key Responsibilities:

- Schedule and maintain studio services on a customized skin care industry software
- Answer and maintain inbound/outbound calls in timely, friendly and courteous manner
- Complete monthly inventory, client related correspondences and other administrative tasks as needed
- Organize and carry out the cleanliness of studio’s appearance
- Must be able and willing to gain working knowledge of all services and products offered by the Studio
- Assist/coordinate with special projects, events and promotions as needed
- Proficiency in Word, Excel, Outlook and Power Point.

Client Services

- Respond to client concerns and suggestions with a professional approach
- Demonstrate importance of client sales and retention
- Consistently offer the highest level of personalized client services
- Demonstrate the values presented in the BellaPelle Employee Handbook
- Represent BellaPelle Skin Studio with a top-notch, positive and healthy image

Please send your resume and salary requirements to:

joinus@bellapelle.com