

Fantastic Sams Cut & Color (LOCATION) has an immediate need for a **Guest Coordinator** that wants to join our fun, creative and busy, full-service salon! We are looking for someone who wants more than “Just a job”. Build a long-lasting career with us! Each Fantastic Sams Cut & Color is an independently owned and operated salon. We are excited for you to learn what makes our location special.

Guest Coordinator

The **Guest Coordinator** should enjoy providing excellent guest service in a fast-paced environment. You are the first touchpoint for our guests and do so much more than answering phones! You assist in scheduling appointments, selling retail products, and maintaining the smooth flow of salon guests. Our team counts on you each day!

What we can offer you:

- Fun, energetic environment
- Competitive wage and ability to influence your income through retail sales

The ideal candidate should be able to:

- Multi-task on projects, such as scheduling, maintaining guest flow and selling retail
- Be confident in balancing a cash drawer and managing cash
- Use technology such as salon scheduling software, tablets, and credit card machines
- Post/manage social media as recommended by FS Brand Standards
- Put the guest experience above all else and see things through the guest's point of view
- Be flexible, self-motivated, and energetic, and possess a positive attitude
- Speak to the guests about salon events, promotions and encourage future appointment/retail products
- Call guests that have not visited us recently and invite them back