**Beauty Salon Manager Job description**

**Job brief**

Salon managers lead, monitor, and analyze the daily operations of the salon establishment under their care. They are responsible for sustaining a healthy, positive team environment, and ensuring that service operations are delivered smoothly. Salon managers also handle employee scheduling to ensure there are enough service providers to meet customer demand.

**Responsibilities**

* To manage the day to day running of the Hair and Beauty Salons and Reception Area
* To support learners with assessments on Reception
* To maintain and constantly review marketing of clients and review clients service standard
* To manage and support technicians and receptionists allocating work as appropriate
* To ensure cleanliness and maintenance of salons are high
* To support and assist lecturers
* Be responsible for costing, ordering and keeping inventory of stock and student equipment for learning environments and business outlets.
* Be responsible for equipment, consumables and co-ordination of Health & Safety and Risk Assessment activities for all areas open to the public.
* To provide appropriate first aid cover
* Be responsible for managing the budget and to adhere to financial guideline as required
* Prepare reports as and when required by the Assistant Director
* To ensure that all equipment is in a safe working order at all times
* Liaise with Sales representatives/ordering kit and uniform
* Attend and contribute to the section meetings
* Update notice boards
* Undertake your duties so as to comply with the requirement of internal and external quality standards
* Attend meetings at the request of your line manager to ensure efficient communication with the college
* Carry out any reasonable instructions which involves additional duties commensurate with the level and grading of this post

**Requirements**

* Secondary degree or equivalent experience in management or administration
* Professional license in cosmetology within the state of salon practice
* Extensive experience providing salon services to clients
* Advanced organizational skills to manage staff, operations and salon finances
* General bookkeeping and business finance skills
* Excellent communication and team-leading skills
* Detailed knowledge of the beauty industry and customer needs
* Interest and ability to continue learning about market standards and changes in trends
* Ability to stand on feet for long periods of time and move quickly to accomplish many tasks