

GBM3 Inc. ,Internship Job Description

Job Description

Position: Receptionist

Location: 1917 Duval Street Mobile, AL 36606

Organization: GBM3, Inc.

Compensation: \$15.00/hour

Department: Cosmetology

Number of Openings: 1

Duration: Summer Semester

Time Requirement: Part time, 15-20 hours/week

Required Major: Computer Skills/Communication Skills/Math Skills/Retail Sales Skills.

GPA Desired: 3.0 or better

Start Date: now

Job Description:

Answer incoming calls

Must be honest, trustworthy and have integrity.

Book all appointments for the entire salon.

Keep shampoo and kitchen area clean.

Take every client's coat and hang it up for them

Take care of financial transactions

Must be friendly, courteous and professional always.

Keep reception area clean and neat always, including retail displays

Greet all customers who come into the work area, take the client to the stylist to meet them.

Greet people personally, as well as on the telephone, with a smile.

Inform hair designers when client has arrived.

Shampoo clients & assist stylist with the client. (On the job training will be provided.)

NOTE: Personal phone, and cell phone calls, incoming and outgoing are restricted while on duty.

Qualifications:

Knowledge of Windows, WordPerfect, Word.

Familiarity with PCs.

Must have own transportation.

Must hold junior or senior status.