

GBM3 Inc. ,Internship Job Description

Job Description

Position: Receptionist

Location: 1917 Duval Street Mobile, AL 36606

Organization: GBM3, Inc.

Compensation: \$15 and up /hour

Department: Cosmetology

Number of Openings: 4

Duration: Summer Semesters

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: 06/03/23

Job Description:

Answer incoming calls

Make sure towels are washed and put away

Must be honest, trustworthy and have integrity.

Keep shampoo and kitchen area clean.

Make sure all trash cans are emptied and cleaned.

Must be friendly, courteous and professional always.

Sweep front and back before leaving for the day. Check periodically during the day to see if it needs to be swept.

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.

Keep the waiting area neat always, Including the retail displays.

Inform hair designers when a 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.