

FRONT DESK ASSOCIATE

Mynt Barbershop
Westworth Village (Fort Worth), TX 76114
Part Time & Full Time Available



Mynt Barber Shop is a fresh, contemporary Barbershop providing modern, classic cuts & shaves with a diverse staff of professionals, from all walks of life who are proud to have chosen Mynt to help advance their career.

Mynt Barber Shop is now looking for an exceptional, Front Desk Associate at our Westworth Village (Fort Worth), TX location. We are looking for someone to work approximately 25-35 hours per week, weekends included, possibly going to full time. ****Please do not apply if you are unable to consistently work weekends.****

JOB DESCRIPTION: As a Front Desk Associate, you will be required, but not limited to:

- Greet all clientele, check clients in and out for their appointments
- Must handle various payment types during check-out process, including credit cards, cash, and checks
- Answer and assist all phone calls
- Create, alter, cancel appointments
- Assist clients with retail product questions
- Assist in shop duties such as, but not limited to, sweeping, dusting, laundry, etc.
- Work well with fellow employees and keep a positive work environment
- Learn and have a good understanding of the booking and check out system
- Training for the booking systems will be provided. Prior knowledge is preferred but not required.

JOB REQUIREMENTS:

- At least one year of clerical experience (Receptionist, assistant, office work, etc.) required. Experience in Salon/Barber Shop setting highly recommended.
- Excellent customer service and communication skills
- Computer skills and knowledge, proper phone etiquette
- Punctual, on time, and highly motivated
- Flexible schedule and ability to work weekends
- Ability to work in a fast paced environment and ability to multitask
- Ability to follow dress code, and keep a consistently polished appearance

EXPERIENCE:

- Barber/Salon: 1 year (Preferred)
- Receptionist: 1 year (Preferred)

Education:

- High School or Equivalent (Preferred)

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