

Front Desk Coordinator

About Us

Mynt Barber Shop is a locally owned, modern barbershop committed to delivering exceptional customer service, contemporary cuts, and top-tier grooming experiences. Our diverse team takes pride in their craft and the opportunity to grow their careers within Mynt.

We are seeking **Front Desk Coordinators** to join our team on a full or part time basis in both either our Westworth Village & North Fort Worth Location. This is an entry-level, part-time position with strong potential for growth. No previous hair-industry experience is required—we **provide on-the-job training**. If you're passionate about customer service, eager to learn, and excited to be part of a dynamic environment, we encourage you to apply.

Job Summary

As a **Front Desk Coordinator**, you will be the first point of contact for clients, ensuring every customer receives a welcoming, organized, and professional experience.

Key Responsibilities

- Provide exceptional customer service to clients in person and over the phone
 - Assist clients with booking, modifying, and checking in for appointments with licensed professionals
 - Communicate available services and general shop information
 - Maintain working knowledge of services and products offered by independent licensed professionals and the shop
 - Process client transactions and various forms of payment during checkout
 - Maintain awareness of shop operations and proactively address facility and client service needs
 - Uphold cleanliness and presentation standards throughout the shop, including sweeping, dusting, laundry, and general facility maintenance
 - Follow Company policies, procedures, and customer service standards to support efficient operations
 - Collaborate with clients, independent licensed professionals, and fellow team members to deliver an exceptional guest experience
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Job Requirements

- Excellent customer service and communication skills
 - (1 year of customer service experience preferred)
- Basic computer and typing proficiency
- Ability to thrive in a fast-paced environment and multitask effectively
- Strong team player with the ability to work independently
- Consistently polished and professional appearance
- Ability to lift up to 30 lbs (for handling shop supplies)
- Highly organized with strong attention to detail
- Reliable transportation, punctuality, and self-motivation
- Flexible availability, including consistent weekend hours
- Must be **16 years or older**

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