

# Front Office Coordinator

## You Turn Skin Care

### About Us:

At You Turn Skin Care, we're not just about skincare – we're about transformations. We're seeking a meticulous and engaging Front Office Coordinator to join our passionate team part-time. If you're someone who values attention to detail, flexibility, and delivering a first-class experience, we invite you to be a pivotal part of our dynamic environment.

### Responsibilities:

**Be the Warm Welcome:** Answer incoming calls with a smile, making every interaction feel like a conversation among friends.

**Time Magician:** Juggle and masterfully coordinate appointment schedules, ensuring our clients have a seamless and tailored experience.

**Client Whisperer:** Ensure the check-in and check-out process is as smooth as silk, leaving a lasting impression on our clients.

**Team Player Extraordinaire:** Assist our team as needed, stepping in to ensure our collective success.

**Subject Matter Expert:** Address client questions with patience, confidence, and product knowledge that makes you a trusted resource.

**Laundry Virtuoso:** Keep our linens and towels fresh, so every client feels the luxury from head to toe.

**Ambassador of Order:** Keep our spaces inviting and tidy, reflecting the professionalism we're known for.

**Symphony (Chaos) Conductor:** Collaborate with colleagues to ensure our team operates harmoniously and efficiently.

### Requirements:

**Tech Trailblazer:** Navigate basic computer software with ease and adapt to new systems quickly.

**Positive Vibes Only:** Bring your positive attitude and infectious friendly demeanor to every interaction.

**Team Player DNA:** Embrace a team-oriented mindset, valuing collective success as much as individual achievements.

**Customer Delight Driver:** Showcase exceptional customer service, turning clients into raving fans.

**Master Organizer:** Your attention to detail ensures that even the smallest elements are flawlessly executed.

**Professional Presence:** Maintain an impeccable appearance and demeanor, setting the standard for excellence.

**Dependability Champion:** Your reliable nature and punctuality make you a cornerstone of our team.

**Communication Maestro:** Your interpersonal skills and clear communication make you a standout.

### **Why Join Us:**

**More Than a Job:** Become an integral part of a revered skincare haven that nurtures both clients and staff.

**Life-Friendly Hours:** Enjoy the best of both worlds with a flexible part-time schedule designed to accommodate your life.

**Team Synergy:** Thrive in a collaborative environment where learning and growth are encouraged daily.

**Client Connections:** Forge genuine relationships with clients, knowing you're an essential part of their transformation journey.

**Beauty and Beyond:** Gain insights into the beauty industry while making a real impact.

If you're a motivated individual who finds joy in crafting exceptional experiences, has an eye for detail, and craves a vibrant work atmosphere, we invite you to apply for the Front Office Coordinator position at You Turn Skin Care.

### **How to Apply:**

To embark on this transformative journey with us, send your resume and a brief yet captivating cover letter that showcases your relevant experience and explains why you're the perfect fit. Applications should be sent to [allison@youturnskincare.com](mailto:allison@youturnskincare.com)

Note: This description offers a snapshot of the role's responsibilities and expectations. As our dynamic environment evolves, additional duties may be assigned to meet the ever-growing needs of our cherished clients and team.

It Start With U!