



## Client Services Coordinator, Full-time Signature Medical Spa

### **Main Responsibilities**

- Provide warm, friendly, discreet and efficient customer service to clients, staff and the public
- Schedule complex appointments by phone and in person under time constraints
- Handle complex payments including reward program discounts, gift cards, coupons and rebates
- Process confidential paperwork
- Participate in promoting and educating the public about skincare products and spa services
- Adaptability to perform other duties when needed, which may include room turn-over, stocking supplies, chart preparation, reminder calls, etc.

### **Profile of our ideal candidate**

- Positive and professional
- Desire to make the workplace and clients' experience excellent
- Detail-oriented with accurate data entry
- Skilled computer-user
- Proficient with software (training in specialized practice management software, NexTech, is provided)
- Proficient with Word, Outlook and phones
- Strong work ethic and honest
- Problem-solver
- Team oriented
- Organized and efficient
- Enjoys being in front of the public
- Interest in skin care
- Professional/fashionable attire and appearance
- Minimum two years of professional career experience in a service or office-based field
- Some college is preferred
- Desires working a set schedule of 4 to 5 days per week, including until 7:15 PM Wednesdays
- Flexibility to work a 6 hour Saturday every other month in lieu of a weekday

This position includes benefits such as healthcare, paid time off, eight paid holidays, and 401(k).

Interested applicants should email resume and brief cover letter to Ms. Jackie Busa, Spa Director at Signature Medical Spa. [Jbusa@albemarledermatology.com](mailto:Jbusa@albemarledermatology.com). This position reports to the Client Services Manager.