



## Medical Spa Assistant, Signature Medical Spa

### Responsibilities

- Clinical assisting for two Master Aestheticians (and other providers as time permits)
- Clinical photography, including displaying and printing photos for practitioners
- Preparing equipment including lasers, goggles, microneedling devices, tables, and clean-up
- Reviewing and securing informed consent for treatments
- Medical chart documentation for provider when requested
- Reviewing clients' post-procedural education
- Follow-up phone calls or emails for clients per provider
- Restocking rooms, retail, and brochures
- Consult with clients on skin care including products and services available
- Miscellaneous spa tasks, self-initiated or as requested, especially in the Boutique retail area
- Keep treatment rooms organized, neat and tidy
- Cross-train to cover other employee's key responsibilities in an absence (such as linens)

### Profile of the ideal candidate

- Aptitude and interest in aesthetic dermatology and skincare
- Takes initiative to support other professionals
- Maintains excellence service standards
- Understands SLR digital camera and photography
- Proficient with Word, Outlook and phones
- Accurate
- Strong work ethic and honest
- Problem-solves
- Team oriented
- Upbeat, lighthearted, with a serious approach to ensuring quality
- Displays a positive demeanor when dealing with challenging situations
- Organized and efficient
- Enjoys being in front of the public occasionally, but also likes behind the scenes
- Polished, professional appearance
- Flexibility to decrease scheduled hours occasionally, if requested

Position is 40 hours per week and includes benefits. Approximate schedule:

Mondays 8:00 – 6:00 pm 8.5 hours (1.5 hour break)

Tuesdays 8:00 – 5:00 pm 8 hours (1 hour break)

Wednesdays 9:45 – 6:15 pm 7.5 hours (1 hour break)

Thursdays 9:15 – 6:15 pm 8 hours (1 hour break)

Fridays 8:00 – 4:45 pm 8 hours (45 min break)

In addition, one Saturday a month may be scheduled in lieu of another day in the preceding week.

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 Lead Master Aesthetician.