

# GLOW AUCKLEY

## Job Vacancy Tanning Salon Manager

Our brand-new Tanning salon in Auckley is due to open in July 2021; we are looking for an enthusiastic, motivated & experienced Tanning Salon Manager to handle Client-facing duties as well as Management duties.

### Our Vision

When a Client visits Glow Auckley whether to use a UV Tanning Bed or for a Spray Tan, we want to ensure they receive 'The Ultimate Indoor Tanning Experience'. Our salon promotes *Good Vibes Only*, it is essential therefore for our Tanning Salon Manager to have a naturally positive & optimistic attitude.

### Responsibilities & Duties:

#### Client Duties

- Greet clients on entering the salon; provide a courteous, attentive & prompt service
- Allocate clients to available beds, process payments, up-sell products & packages
- Handle phone, email and social media general enquiries & bookings

#### Managerial Duties

- Oversee company advertising, marketing & promotions; generate creative original ideas for promoting our company on social media platforms and other advertising mediums
- Accountability for Health & Safety within the Salon; from the completion of client disclaimers, to ensuring the salon is always presentable / facilities are clean and well maintained; this will inevitably include duties such as sanitising beds to mopping floors & emptying bins
- Recruiting, hiring & training staff; supervise staff in their day-to-day activities, schedule shifts, complete performance reviews, return to work interviews, disciplinarys and dismissals if necessary
- Order products, ensure displays are clean, tidy, well-presented and well-stocked
- Banking & accounting duties including cashing up, depositing takings, generating weekly & monthly revenue reports to review with the business owner
- Act as a key holder and oversee the secure opening & closing of business premises

### Qualifications & Skills

- Please provide details of any formal education, 5 GCSE's grade A-C is not essential; you must however be computer literate and willing to learn our salon system. The use of correct spelling, grammar & punctuation on such as Social Media posts and other marketing is imperative
- The successful candidate will need to take pride in their appearance, you will be the face of the company, should present yourself in a clean & professional manner and lead the team by example; you must be a people person, genuinely warm & charismatic
- You must be a confident communicator; it is essential that you are able to clearly explain how our products and services work, to a variety of personality types & communicate effectively with your team.
- The ideal candidate will have a strong knowledge & understanding of (or be prepared to be educated on) Tanning Facilities and will have worked in a Tanning Salon, Beauty Salon or other similar environment
- There will likely be an element of lone working subject to shift patterns; whilst our premises will be fully equipped with CCTV, applicants should be comfortable with working alone, and be trustworthy in this respect.

### Hours & Salary

- This is a full-time position, 40 hours per week, consisting of 5 x 8-hour shifts over 7 days between 8am-9pm; days and times to be negotiated. Opening Hours are subject to change to meet the demands of the business.
- Salary to be negotiated.

### **How to apply**

This is an ideal opportunity for an individual seeking a position they can really make their own; we are looking for a Manager to enhance the overall atmosphere of the salon, to lead a team with passion & purpose and someone with a genuine desire to help others look & feel their best.

If you would love to head up Glow Auckley, submit your CV & salary requirements by email to [info@glowauckley.co.uk](mailto:info@glowauckley.co.uk)

Applications will be acknowledged within 48 hours; interviews will take place in May / June 2021 with a view to employment commencing July 2021.