



POSITION DESCRIPTION

POSITION TITLE : Hair Stylist and Make-up Artist/K4208
DEPARTMENT : Beauty Salon
CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Area Manager
POSITIONS SUPERVISED : Nil

POSITION PURPOSE

To ensure customer satisfaction through exceptional hair cutting, coloring and styling. To offer clients various treatments, hair straightening and creative hair styles.

Provides consultation and services in the art of makeup application.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Perform full consultation with the clients to understand their needs.
- Complete consultation sheet for any new client.
- Demonstrate products to clients, and provide instruction in makeup application.

- Select desired makeup shades in order to achieve clients' expectations.
- Responsible for serving clients in an appropriate and professional manner, understanding the clients and making sure of client satisfaction.
- Ensure that product usage is kept to manufactures specification and not used in excess.
- Educating the client and recommending products to help the customer maintain her hairstyle.
- Attending all required technical training sessions, hairdressing seminars and keeping up to date with new products, techniques and trends and reviewing trade publications.
- Selling appropriate hair products.
- Keeping track of clients' visits and services offered to them + keep track of specific color used.
- Assist in purchase orders.
- Confident with all aspects of hairdressing.
- Be on time for shift and prompt with each appointment
- Perform services within the appropriate time allocated for the service.
- Be flexible with schedule in an attempt to support the needs of the salon.
- Maintain and update equipment, product, service and standards as required.
- Actively promote the brands products, services, promotions and/or discounts available in meeting maximum retail sales goals.
- Uphold the standards of sanitation and sterilization as per the salon's policies and procedures.
- Perform prep work and properly clean and restock work area as required.
- Communicate to management any and all occurrences involving staff or customers in the salon that require attention.
- Handle customer's questions and concerns professionally and courteously and answer all queries by customers ensuring complete customer satisfaction.
- Maintain a positive attitude and contribute toward a quality work environment.



- Maintain confidentiality and the highest degree of professional ethics at all times. Ensure you read the Operations Manual, have a thorough understanding of and adhere to salon rules and regulations, in particular all policies and procedures relation to employment contract, behavior, hygiene, health and safety.
- Perform any other related duties as determined necessary by management.

PERSONAL CHARACTERISTICS

- Efficient
- Persuasive
- Courteous
- Outgoing
- Creative

QUALIFICATIONS/REQUIREMENTS

- A minimum of 5 years of experience as a Hair Stylist, with a minimum of 2 years' experience in GCC.
- Diploma in Level 3 Hairdressing.
- Thorough knowledge of current trends, hair styles and hair care products.
- Extensive knowledge in Makeup Application.
- Minimum of 5 years' experience as Makeup Artist in GCC
- Available to work on various schedules including weekends and holidays.
- Physical mobility (able to stand on feet for a prolonged period of time).
- Excellent communication skills.

COMPETENCY REQUIREMENTS

- Drive for Results
- Customer Focus
- Teamwork
- Integrity & Trust
- Priority Setting & Time Management

Department Head:

Employee: