

MAURICEMEADE

www.mauricemeade.com.au

SALON CO-ORDINATORS FAQ's

Maurice Meade the company...

Maurice Meade has been established for 30 years and has successfully trained thousands of staff over this time. The reason for its success is the high standards we aspire towards and the opportunity we offer to our staff.

Any persons working at Maurice Meade have equal opportunity to advance their knowledge and skills and if the correct applicants are chosen they will have the opportunity to succeed within the industry.

What does this position involve and its availability?

This position is responsible for assisting the Salon Manager in maintaining professionalism and productivity to a standard set by the company directors. Full time and Part time opportunities are available.

Why the Hairdressing Industry?

Working for Maurice Meade and the Hairdressing industry allows an opportunity to work in a fashion focused, fun and energetic environment. Applicants with experience in Beauty Therapy, Administration or the Hospitality industry have an easy transition into this job role.

Is there a trial period for senior staff?

All members of staff are employed subject to a trial period in order to assess your suitability to Maurice Meade and the Hairdressing industry.

What are my responsibilities and duties?

Some responsibilities include:

- Managing and co-ordinating reception
- Co-ordinate all appointments by phone and in person
- Providing clients information on current promotions and services
- Delegating work duties within the salon
- Administration duties
- Client care

Further opportunities

- Head Salon Coordinator of a salon
- Salon Manager
- Opportunity to be trained in make up application and product knowledge

What are the dress standards?

Always be dressed neatly and fashionably for work, with makeup and hair done before you start. Maintain a high level of dress acceptable to clients and by your salon. Preferably, black, grey or white. Personal hygiene is of the utmost importance i.e. wearing deodorant, make sure perfume is not overpowering. No mid-drift tops allowed, jeans or trainers.

How can I apply?

Firstly, visit our website: www.mauricemeade.com.au to download and print a 'Salon Co-ordinator application form', attach your resume and send to:

MAURICE MEADE
HR MANAGER
9/127 Rokeby Road
SUBIACO WA 6008

Or alternatively email your resume and covering letter to: uma@mauricemeade.com.au