

Job Description: Assistant Manager

IDEAL CANDIDATE:

The Spa Assistant Manager is an executive Member of the Halo Med Spa team that provides direction, guidance, support, leadership and training to the staff. The ideal candidate would be goal and task driven with a high degree of organization and work ethic. Our assistant manager will be a person of integrity, passion, and respect for the Company brand, its guests and its associates.

RESPONSIBILITIES:

Directly supervise all staff. Carry out supervisory responsibilities in accordance with the brand as well as managing company's policies and applicable rules and regulations. Responsibilities include sales, interviewing, hiring, and training employees; planning, assigning, assisting and directing activities for staff. You will also interface with vendors and reps on behalf of Halo Med Spa.

Assist service providers with the development and implementation of sales goals for our staff. You will monitor results and progress weekly with staff and management.

Conduct and/or participate in the required company standard meetings, including but not limited to daily sales meeting, daily operations meeting, weekly sales meetings, weekly revenue strategy meeting, weekly one-on-one with each staff/executive member meeting.

Conduct outside sales calls to cultivate existing customers and accounts and develop new business.

Define specific deployment and sales goals for all the staff.

Sell memberships and encourage staff to self-promote to help meeting sales goals.

Ensure systems are established and in place to respond to customer needs within a defined response period. These may include, but are not limited to: telephone inquiries, invoices, estimates, confirmation of bookings, thank you letters, follow up letters, etc.

Develop and maintain a file and trace system to ensure all sales, payroll, and goals are defined, recorded, traced, and updated in an organized manner.

Review daily, weekly, monthly and quarterly results of all activities completed by the service providers.

Ensure staff payroll is processed and submitted each week.

Conduct med spa tours, answer calls and greet guests as needed.

Keep Halo's accounts receivables up-to-date each day.

Actively seek local community involvement as it benefits Halo Med Spa.

Analyze data for trends, corrective action, or suggest areas of improvement to the executive management team.

Contribute and work as a "team" member in all facets of the position.

Perform other services and duties as requested by ownership. May be called upon to host functions and participate in, or conduct spa parties/events to generate sales, travel and work extended hours to achieve departmental goals.

Present a clean, pleasant and professional image to project a positive, polished appearance to staff, and guests.

associates degree or commensurate experience required

A minimum of four (4) years of sales and or management experience preferred

At least two (2) years of med spa or medical industry experience required

Proven experience achieving individual and team productivity or sales goals in excess of \$250,000 annually

A strong working knowledge of computers, social media and accounting software is preferred

The ability to travel short term and as needed

The ability to work Tuesday - Saturday 9am - 6pm