



## **Too Groovy Guest Service Coordinator**

Too Groovy Salon is looking for the right person to serve as a Guest Services Coordinator. Our Team Too Groovy associates are responsible for managing the guest's expectations within the established Too Groovy Standards.

### **Required Skills** (include but are not limited to):

- Exemplify excellent guest satisfaction skills
- Must be proficient with utilizing the tools of the trade (Salon Booking Software. e.g: Salon Biz)
- Demonstrate a propensity to generate income in service and retail sales
- Proven sales track record and ability to cross sell products and services
- Self motivated, highly energetic and enthusiastic team player
- Ability to learn and implement new information and new skills quickly
- Must be articulate with excellent communication and organizational skills
- Maintain professionalism at all times, including professional attire and persona
- Ability to prioritize effectively, especially when facing deadline pressures
- Ability to execute multiple tasks at any one time
- Must be flexible and able to adapt to the company's growth, focus and goals
- Proactive vs. reactive
- Able to work well with little or no supervision
- Ability to meet flexible scheduling needs (candidate will need to be able work days, nights, and weekends if necessary)
- Creative with problem-solving

### **Desired Skills**

- Proven basic computer proficiency (Outlook, Excel, Word, Access, PowerPoint, Acrobat Professional)

We offer a comprehensive compensation package. Our benefit option package is tailored to meet the needs of individuals seeking balance.

If you desire to unleash your inner ability to create works of art utilizing advanced theory and practical knowledge of The Science of Professional Hair Care, Too Groovy Salon is your destination.

For career opportunities: submit resumes to [talentsearch@toogroovy.net](mailto:talentsearch@toogroovy.net), or visit one of our locations below to complete an application. No phone calls please!

**Too Groovy Salon - Midtown, Atlanta**  
265 Ponce De Leon Avenue  
Atlanta, GA 30308  
404.873.5300

Too Groovy Salon & Spa is an equal opportunity employer. We offer a competitive salary and compensation package.