

Elà Mar

Esthetics Boutique



Clinic Host Job Description

Who We Are

ElàMar was established in 2013 and has locations in Alabama and Tennessee. We're a top 250 Account with Allergan Aesthetics, the makers of Botox - top 1% in the U.S.

Although we take the form of an esthetics boutique that provides skin care products & treatments, we like to think of ourselves as a hospitality company.

Our Mission is to Create Beauty

Beauty isn't just looking pretty, it's something you experience. Beauty is a feeling.

Everyone deserves to look and feel beautiful at every age. That's why we don't just take care of skin, we take care of people.

We do this by looking for opportunities to create beauty everywhere - beautiful treatment outcomes, beautiful interactions, beautiful environments, beautiful experiences.

Our Values

Safety

The health and safety of our patients comes first.

Hospitality

How the delivery of a service makes someone feel.

Aesthetics

Appearance matters.

Excellence

Anything worth doing is worth doing well.

Growth

Get a little better every day.

Radical Transparency

Kindly speak truth for the sake of the greater good.

Kindness

Make the charitable assumption and do good.

Who You Are

You actively seek ways to help others and find serving others meaningful.

You have a bright personality, and love meeting and talking to new people.

You're passionate about skin care, beauty, health and wellness and sharing that passion with others.

You are humble and open to constructive criticism. Opportunities to learn new skills and try new things excite and motivate you.

You're an excellent communicator.

You listen first; you let others speak and seek to understand their perspective.

You speak and write clearly. You are able to explain ideas to others in ways they can understand and remember.

You're efficient, organized and able to complete tasks.

You work well in a goal-oriented team, and aren't afraid to ask for help.

You respect monthly goals and are ultimately accountable for monthly and annual clinic budgets (as defined by ElaMar's management team).

You work hard and are nice to people.

You're a responsible adult.

A Day in the Life

Your mission is to create uplifting and beneficial experiences; to ensure people leave feeling better than when they arrived.

You show up every day with a servant's heart, ready to treat everyone with kindness.

You do whatever it takes to ensure everyone who walks through our doors has an extraordinary experience.

You prepare the clinic to open each day: straightening up, restocking, confirming and preparing for appointments..

You respond to leads promptly, and communicate with clients via phone, text, email, and other forms to answer questions and help.

You greet clients upon arrival, make them feel welcome and help them check in.

You facilitate appointment flow and schedule management by hosting clients and helping providers as needed.

You actively work to keep the schedules booked by rebooking clients, following up with open leads, and managing the wait list.

The Details

Qualifications

- College Diploma
- Minimum 2 years work experience in customer service, hospitality, retail or similar

Hours

Mon - Thurs	10:00 - 6:00
Friday	10:00 - 5:00
Saturday	10:00 - 3:00 (once per month)

These are the hours Elamar is open to the public. As a Clinic Host you'll need to ensure that you are completely prepared for the day before the first client arrives. This typically requires arriving 15 minutes prior to opening.

ElàMar reserves the right to make amendments to the schedule and/ or availability requirements from time to time.

Pay

Starting at \$17 per hour

Pay Frequency: Every Other Week

Benefits

- Health, Dental and Vision Insurance
- 2 Weeks Paid Time Off
- Paid National Holidays
- 401 (k) with matching
- Professional Development Assistance

Interested in Joining Our Team?

Visit elamarskin.com/careers and click "Apply Here" next to the position you are applying for, then complete the application form.

elamarskin.com
@elamarskin

NOTE: Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. ElàMar is an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state or provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment.

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