

Administrator

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Company: Virgo Beauty Salon

Location: Dubai

Category: healthcare-practitioners-and-technical

Role Description

This is a full-time on-site role for a Salon Administrator cum Manager at Virgo Beauty Salon in Dubai. The Salon Administrator cum Manager will be responsible for overseeing daily salon operations, managing staff schedules and customer appointments, ensuring high-quality customer service, and handling administrative duties such as inventory management and financial reporting. The role requires excellent organizational and communication skills, as well as the ability to multitask and work effectively in a fast-paced environment.

Qualifications

Strong leadership and managerial skills

Experience in the salon or beauty industry

Knowledge of salon operations and procedures

Excellent customer service and interpersonal skills

Administrative and organizational skills

Ability to multitask and prioritize

Attention to detail

Proficiency in computer systems and salon management software

Ability to work well under pressure

Flexibility and adaptability

Previous experience in a similar role is a plus

Certification or diploma in salon management or related field is a plus

Conversational English

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