

Join our dynamic team at **Everything Skin**, where professionalism meets warmth in an elevated Cosmetic Skin Clinic. We're seeking a friendly Administrator/Receptionist to be the welcoming face of our clinic and ensure smooth daily operations.

Do you thrive on providing exceptional customer service? Are you a master of multitasking with top-notch organisational, written and verbal communication skills? If so, we want to hear from you!

## Requirements:

- Strong administration skills.
  - Experience in Microsoft Office, point of sale and customer relationship management systems.
  - Outstanding organisational skills with an ability to multi-task and work under pressure.
  - Immaculate presentation with a positive and welcoming disposition.
  - A helpful and problem-solving approach to work.
  - 3 year's experience in a similar position or within the cosmetic industry
- tech**

## Role Responsibilities:

- All reception and front-of-house duties.
- Client communications including social media and website assistance.
- Inventory management, stock and supply ordering.
- Maintaining client database with required updates.
- Working closely with the Medical staff to support them on any required duties.
- Maintain customer service and patient care standards for the clinic.
- Opening & closing duties with cleaning assistance to ensure required hygiene levels.

*Experience in cosmetic clinics, medical practices, beauty salons, or marketing is highly valued.*

## What We Offer:

- Casual or permanent part-time position available
- Comprehensive training and support for continuous learning
- Competitive wages, incentives, and discounts on treatments and products

Ready to become part of the Everything Skin family? Apply now by sending your resume and cover letter to [admin@drsalon.com.au](mailto:admin@drsalon.com.au). Join us in delivering the best skincare experience to our valued clients!