



## Client Services Coordinator at Signature Medical Spa

### **The Role**

- Enhance the clients' experience and our workplace through excellent customer service
- Provide warm, friendly, HIPAA-compliant, and efficient service
- Promote and educate guests about medical spa services and skin care products
- Schedule cosmetic dermatology appointments by phone, in person and via email
- Handle discounts and payments including reward programs and gift cards
- Work as part of a positive, professional team to restock and manage paperwork, music, refreshments, retail, and furnishings in the Boutique

### **Profile of an ideal candidate**

- Desire to make our award-winning practice even better
- Positive and professional
- Detail-oriented with accurate data entry
- Proficient with Word, Outlook, and phones
- Proficient with software (training in practice management software, NexTech, is provided)
- Strong work ethic and team-oriented
- Problem-solver
- Organized and efficient
- Enjoys being in front of the public
- Interest in skin care and/or aesthetics
- Professional/fashionable attire and appearance
- Minimum two years of professional career experience in service or office-based field
- Some college is preferred
- Works a set schedule 5 days per week, starting as early as 7:50 AM and ending as late as 6:30 PM
- One Saturday per month, 8:45 AM - 1:15 PM, in lieu of a weekday, may be requested

This position includes benefits such as 100% of the employee's healthcare premium, three weeks of paid time off, eight paid holidays, 401(k), and free Botox after 6 months.

Interested applicants should email resume and brief cover letter to Ms. Jackie Busa, Executive Director at Signature Medical Spa.

[Jbusa@albemarledermatology.com](mailto:Jbusa@albemarledermatology.com).