

JOB DESCRIPTIONS

Front Office Team Member

On Board new employees

Training in products- all skincare lines, filler and neurotoxin

Training in procedures we perform-Coolsculpting, Miradry, Exilis, Spectra, BBL, Profractional, Laser Hair Removal, PRP, Sclerotherapy, facials, microdermabrasion, and chemical peels

Opening and closing procedures for spa-checking rooms, putting away refrigerated products, reporting items that we need to order, checking that the rooms are ready for work in morning, stocked with needles, pens, markers , alcohol, gauze.

Opening and closing procedures , managing cash deposits and end of the day reports

Manage schedule so that patients are seen in a timely fashion. Stand up and greet patients when they arrive.

Call patients the day after procedure to see that the treatment went well, make sure they are happy with results, discuss any problems and alert the doctor or nurse if patients need to speak with them

Must be able to speak to patient about treatments professionally, with good knowledge and help them to schedule a consult with our physician or nurse.

Call drug and product representatives when we need to order.

Stay on top of supply and product levels so that we are always stocked.

Coordination for event planning, food, product for raffles, invitations, menu for event, scheduling representative for event

Make sure staff has scheduled lunch period.

