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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | COSMETOLOGIST | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of a cosmetologist consists of providing advice and information on various cosmetic products, selling products in a personalised way and managing merchandise inventory. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * High school diploma and a diploma from a vocational school or a college degree in aesthetics or cosmetology; * Ability to give full attention to what other people are saying, to actively look for ways to help people, and to adjust actions *in re*lation to others’ actions. | | | | |
| COMPETENCIES: | | * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Integrity — Job requires being honest and ethical. * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. | | | | |
| TASKS: | | * Identify customer requisites and provide fitting advices; * Sell cosmetic items through demonstration; * Advise customers about features and benefits of a variety of products, new merchandise and promotions; * Prepare activities and make-up sessions with clients; * Promote sales of cosmetic items; * Offer information on new or existing products, services and promotions; * Achieve sales and loyalty goals; * Seek complete and accurate information on the features and benefits of various product lines; * Maintain the department through stock replenishment and good housekeeping procedures; * Perform transactions with clients and cash functions: prepare invoices and authorise payments by credit card. | | | | |
| LINES OF COMMUNICATION: | | Specify | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |