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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.
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| 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.
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| 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.
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| 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: |  |  |  |