

# Job Opening

## Retail Associate/ Front Desk



To apply please send resume to [manager@belleislesalonspa.com](mailto:manager@belleislesalonspa.com)

Please indicate "Front Desk Application" in the subject line.

**Location:** Aveda Belle Isle Salon & Spa

769 Spectrum Center Drive, Irvine, CA 92618

**Compensation:** \$15-\$18/hr

**Education Required:** None

**Shift Availability:** Monday - Friday, Weekend Available  
Day & Night Shift

Retail Associate/ Front Desk responsibilities are to ensure each guest receives the ultimate salon & spa experience, and the daily salon operations run consistently.

### Qualifications and Requirements:

- Book appointments
- Greeting and checking out guests
- Maintain product inventory
- Aveda product knowledge preferred but, not required
- Assisting guests with services and products
- Able to communicate effectively with staff and clients
- Available on weekends
- Good with social media is preferred (TikTok, Instagram, Facebook)

### Benefits:

- 401(k)
- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Paid time off
- Paid training
- Vision insurance

**AVEDA**  *belle isle*  
*a lifestyle salon & spa*

 Community Services



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