

maximum fx salons

Position: Human Resource Director

Tired of the corporate grind?

Are you looking for a career in a fun, fast-paced, creative and exciting work climate? If so, then this is the perfect position for you. We're looking for someone that serves from the heart, not only for our clients, but for our team members too! Relationships are the key to our success. If you enjoy being around people, helping them be their best selves and helping them reach their full potential then apply for this position.

Characteristics:

- This person embodies the MFX Salon brand and mission at its highest level and is looked upon as the example and model of the salon's own identity.
- Has leadership qualities and leads by example (Motto: I do not expect anyone on my team to do anything I would not do myself.”).
- Commits to their own on-going learning process by attending advanced education classes and events, as well as taking the initiative to be his/her own mentor.
- Has extended knowledge of the salon industry in general and keeps up on latest trends by reading trade publications, attending industry events, and/or studying outside education on a regular basis.

Position Responsibilities:

- To assist salon owner in overseeing the day-to-day operations of all human resource activities.

Description Of Duties:

- Assist salon owner by managing all recruiting and interviewing activities.
- Ensure that the salon operates within company's philosophical and profitability objectives.

- Assist in developing, presenting and maintaining the salon's monthly, quarterly, and annual hiring and staffing budgets.
- Assist in developing or devising plans, policies and/or procedures to ensure the effective operations of all human resource activities for the salon.
- Develop and carry out recruiting activities, manage employee headcount, and ensure that the salon has adequate staffing levels to achieve its annual profitability goals.
- Assist salon owner by coordinating education events with local cosmetology schools.
- Represent the Maximum FX brand by attending career fairs regularly at local cosmetology schools.
- Manage and monitor all recruiting and interviewing activity between interview candidates, managers and the owner(s).
- Administer company benefits, which include health insurance participation, 401k participation, disability and paid time off.
- Actively participate in all staff meetings and enroll in advanced education classes.
- Act as an inspirational source at all team meetings and "commit to assist" in developing a positive experience with all team members at all salon events.
- Coordinate and conduct payroll cycles every two weeks.
- Has deep understanding the importance of career paths and has the skill to assist in developing salon team members in their own personal growth. Assist salon managers in partnering with employees while setting achievable goals in the areas of retailing, client retention and guest service. Capable of giving constructive feedback in a timely manner.
- Understands the company broadband pay scale and utilizes it as a tool when developing salon team members and setting achievable goals.
- Has an intimate knowledge of the salon menu and the details of each experience offered.

Other Skills:

Excellent communication, leadership and organization skills.

Must be detail-oriented and highly organized

Proficient computer experience. - Working knowledge of Evernote, Meistertask, GroupMe, Slack, Salonbiz, Microsoft Excel, Quickbooks Payroll

Salary: \$xx,xxx.xx /year