

JOIN OUR TEAM

Are you passionate about skincare and eager to embark on a fulfilling career journey in the field?

We're seeking a dynamic individual to join our prestigious skin clinic as an Assistant to the Medical Director. This role offers a unique opportunity to blend administrative responsibilities with hands-on clinical tasks, all while being part of a supportive team dedicated to excellence in skin care.

Position: Skin Clinic Assistant to the Medical Director

Location: Symmetria Clinic & Medi Spa, Garston, Liverpool.

Hours: 30 hours per week, including Mondays, Wednesdays, Thursdays, Fridays, and two Saturdays per month

Salary: Above NMW - Full-time employed, with holiday pay

Closing date: 31-05-2024

Responsibilities:

- Assist the Medical Director in both administrative and clinical tasks
- Provide exceptional customer service to all clients, ensuring a positive and welcoming experience
- Perform clinical duties under the guidance of the Medical Director, including but not limited to pre and post-treatment patient care, clinical setup and treatment.
- Maintain accurate client records and ensure confidentiality of sensitive information
- Contribute to maintaining a clean, organised, and professional clinic environment
- Participate in in-house training programs to learn and adhere to our brand-specific protocols and standards
- Collaborate with the team to optimise clinic operations and enhance the overall client experience

Requirements:

- Minimum NVQ Level 3 in Beauty Therapy or equivalent
- Genuine passion for skincare and a desire to learn and grow within the field
- Minimum of two years of experience in a salon or clinic environment, preferably in a skincare-related role
- Excellent communication and interpersonal skills
- Strong organisational abilities and attention to detail
- Ability to multitask and thrive in a fast-paced environment
- Willingness to adhere to brand-specific guidelines and protocols
- Happy to work alone at times and be a key holder
- Flexibility to work the specified hours, especially Fridays, and some Saturdays

Benefits:

- Competitive salary, commensurate with experience
- Opportunities for career progression and advancement within the clinic
- Ongoing in-house training and development programs to enhance skills and knowledge
- A supportive and collaborative work environment where your contributions are valued
- Discounted or complimentary skincare treatments and products
- Regular employee appraisal and career road mapping

The successful candidate will be expected to run a sole charge clinic on Fridays - once they have completed their training. Therefore, we request that all candidates have availability on Fridays before applying for the role. We can offer some flexibility on working hours on other days.

If you're ready to take the next step in your skincare career and join a leading clinic dedicated to excellence, we want to hear from you!
Please submit your CV and cover letter detailing your qualifications and passion for skin care to:

info@symmetriaclinic.co.uk

We look forward to welcoming you to our team!