



Prifysgol Cymru
Y Drindod Dewi Sant
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Programme: CertHE Skills for the Workplace

Module: Academic And Employability Skills

Module code: BMSW4001

Assignment Title: ACE Practical Portfolio

Lectured : Rita Ukachi-Lois



Beauty Manager description

- They must make sure that the business is performing above standards.
- They must have an optimistic personality to be able to work well under pressure
- They are responsible for creating an environment focused on providing the best service to each client.
- They work flexible full-time hours, including weekends.
- They have responsibility for annual, quarterly and bi-weekly goals.



- Salon Managers is in charge for recruiting and trainings for the staff.
- Manage client complaints.
- Make sure that salons are tidy, sanitized and properly stocked.
- Supervise all salon operations to optimize salon revenues.




RESPONSABILITIES	REQUIREMENTS
Oversee daily salon operations.	Proven work experience as a Beauty Salon Manager or similar role.
Hire and train beauticians, as needed.	Good knowledge of beauty treatments and products (e.g. for skin care).
Organize employees' shifts, considering peak times and seasonality.	Basic book keeping knowledge.
Order beauty products, like creams and essential oils and replenish stock.	Excellent organizational skills.
Arrange for regular maintenance services for all equipment.	Ability to handle customers' requests and complaints with grace.
Apply hygiene practices across all beauty stations.	Additional certification in Beauty Therapy or Cosmetology is a plus.
Ensure all beauty treatments meet high quality standards.	
Maintain staff records, including salaries and working schedules.	
Promote services, products and discounts on social media.	
Receive payments from clients and track all transactions.	
Keep updated records of costs and revenues (e.g. daily, monthly and quarterly).	
Run online competitions and offer discount packages to attract new customers.	



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STRENGTHS

- Determination
- Ambition
- Punctuality
- Organization
- Time Management
- Friendly
- Education
- Team player
- Helpful

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WEAKNESSES

- Keep updated records of costs and revenues
- Run online competitions
- Organize employees' shifts

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OPPORTUNITIES

- Career development
- High Salary
- Personal growth
- Confidence growth
- Strong Market growth
- Local business partnership
- Travel

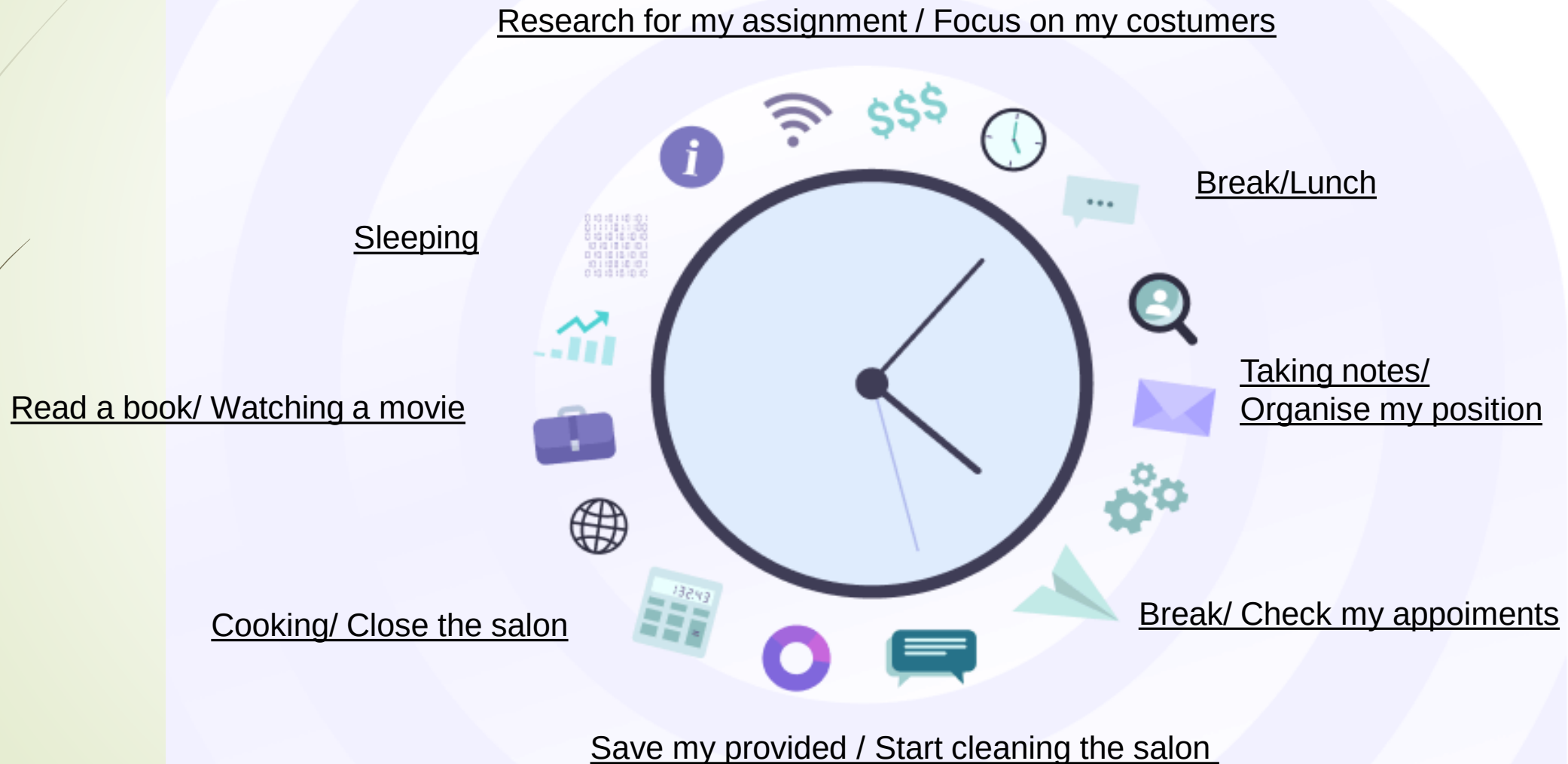
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THREATS

- Bad reviews
- Competitions between salons
- New salon openings nearby
- Cost of having the best beautician
- Competition for product costs
- Personal team problems

TIME MANAGEMENT

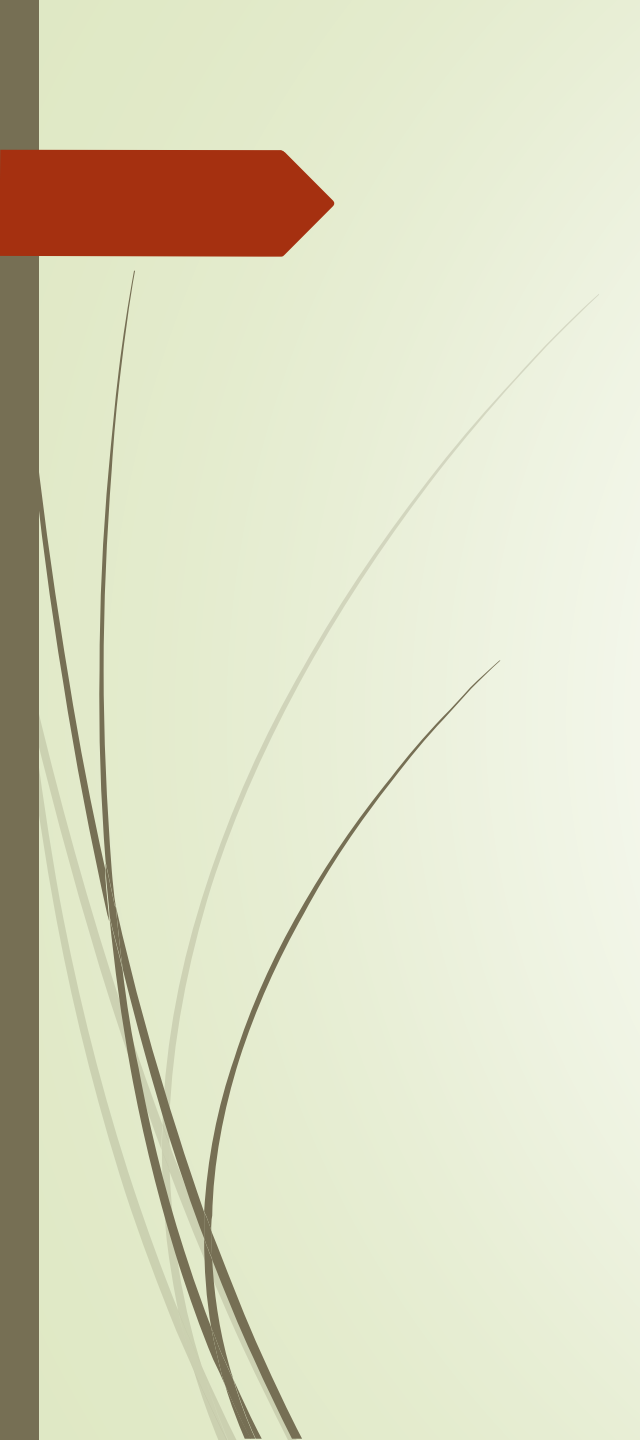
STUDENT/EMPLOYER



Conclution

- Knowledge of all products and treatments.
- Be updated attending refresher trainings.
- Be acknowledged about software like Microsoft office to organize duties, shifts , announcements , etc.
- Good communications skills and leadership.



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- Betterteam. 2021. Salon Manager Job Description. [online] Available at: <<https://www.betterteam.com/salon-manager-job-description>> [Accessed 11 April 2021].
 - JobHero. 2021. Salon Manager Job Description - JobHero. [online] Available at: <<https://www.jobhero.com/job-description/examples/business-operations/salon-manager>> [Accessed 11 April 2021].
 - Recruiting Resources: How to Recruit and Hire Better. 2021. Beauty Salon Manager job description template | Workable. [online] Available at: <<https://resources.workable.com/beauty-salon-manager-job-description>> [Accessed 11 April 2021].