

the megahair family

zennkai^{SALON}

megahair^{SALON}

eccotique^{spas & salons}

Management Resources

The following sections outline the fundamentals of the Management Resource position. This information is an overview of the job requirement however is not limited to these points solely.

Recruitment

- Setting forth a quarterly Recruitment Strategy detailing initiative to recruit and retain stellar team members. Review this strategy monthly to ensure we are moving in the right direction, if your recruitment plans are not successful we must revisit and recreate the strategy.
- Creating appealing & enticing recruitment ads and posting as needed. Update these seasonally to stay fresh and attractive
- Delegating and following up with resumes received
- Ensure all Managers within the Megahair Family are competent and successful in interviewing and new hire practices. This requires having quarterly recruitment training sessions to coach and educate all managers on the correct protocol
- Taking the initiative to direct and delegate quarterly student days and any external recruitment avenues that we may want to be a part of
- Report monthly on your recruitment success and your challenges; include in this report how you will overcome these challenges and complete the following month
- Review and update the Recruitment Manual quarterly ensuring that all materials are current and true. Create new documents or complete updates whenever necessary
- Be successful in filling required position during short time frames

Training

- Setting forth a Quarterly Training Strategy detailing initiatives on how we will train, coach and guide our new hires. Include in the plan how you will keep training updated, how you will follow up with all new hires and how you will evaluate their performance
- Find motivating training tools to assist in building sales and guest service in all locations; this material should cover customer service skills, retail/selling skills, upselling/cross selling and building retention of guests
- Set forth plans are reporting on how you will ensure consistency of all training programs taught and ensure they are effective in each location
- Review the Front line Training Manual quarterly ensuring that all materials are current and true. Creating new procedures and plan whenever necessary

Administration

- Administering all new hire paperwork and additions to the ACCpac HR systems; Stay up to date on all hard copies of the new hire paperwork ensuring all copies necessary are in the office files. Follow up with managers missing employee forms
- Administering the benefits program ensuring that all employees eligible to be a part of the plan are on the plan and if they refuse coverage that the Refusal forms are completed
- Ensure all locations have the most current administrative forms organized on their location desktops

What we offer you

- Being a part of the Megahair Family we do "business from the heart". Recognition and growth opportunities are rewarded based on performance, results and commitments
- Competitive Salaries
- Medical/Dental and Vision health care coverage
- Paid Vacation time
- Product and Service discounts

To apply for the position email your resume to carrie@megahairfamily.com. Only those applicants qualified to fill the position will be contacted.