

**Sweet 185** is Charleston's first sugaring studio and organic boutique specializing in the ancient, all-natural hair-removal technique of sugaring, combined with a holistic approach to esthetics, wellness and natural beauty.

Our speciality is the development of a relationship with our clients to customize a skin care ritual based on their unique needs and desires. Offering organic supportive services, combined with results-driven product for home routines that complement each other is where the magic happens. Trust is the key for this partnership and it is at the heart of our mission. Every person who walks through our doors deserves to leave with a new appreciation for their unique beauty.

We are growing faster than ever and fiercely recruiting amazing receptionists who will be a great fit for our team. At Sweet 185 our receptionists are called Front Desk Concierges because that's exactly what they do – they personally tend to the complete experience of our studio atmosphere, where client care is our priority.

## ***The Basics***

### **Responsibilities**

- Welcome all guests and clients with a warm and friendly demeanor - in-person, on the phone, via email
- Check clients in and out through our booking and point-of-sale software
- Effectively communicate with Sweet 185 team, including management and other therapists
- Provide exceptional service from first point of contact and throughout service
- Tend to the overall experience of our clients and assist with studio duties, including but not limited to: service of beverages and snacks, personal attention and discretion with sensitive and private information, laundry, basic cleaning with opening and closing responsibilities
- Assisting with retail stock management and merchandising

### **Qualifications**

- Previous spa experience preferred but not required
- Retail sales experience preferred
- Passion for a healthy lifestyle, including self-care, personal care, hygiene, beauty + wellness
- Strong communication skills
- Computer proficient, experience with Apple products, MS Office and Internet-based applications preferred
- Excellent problem-solving and trouble-shooting skills
- Proven experience in providing over-the-top, exceptional customer service
- A sunny-side-of-the-street attitude!

Full and part-time available. Flexible hours. Competitive hourly wage commensurate with experience. Opportunities for incentive-based bonuses.

**Could this be you? Know someone?**

**Step 1:** Visit [mysweet185.com/join-our-staff/](https://mysweet185.com/join-our-staff/)

**Step 2:** Download + Complete Application + Questionnaire

**Step 3:** Email completed documents and any additional attachments to [jobs@mysweet185.com](mailto:jobs@mysweet185.com)

Applications may also be personally delivered to:

**Sweet 185, 115 President Street, Charleston, SC 29403**

**QUESTIONS + INQUIRIES**

[jobs@mysweet185.com](mailto:jobs@mysweet185.com)