



Fresh Kutz Barbershop
11312 Vanowen St. North Hollywood, Ca 91605
(818) 505 – 6876 **web** freshkutz.com **email** info@freshkutz.com

OPEN POSITION

Position: Administrative Assistant Front Desk
(Receptionist/Cashier/Customer Service)
Location: North Hollywood
Salary: Part Time 16 Hours - \$10hr

Major Responsibilities: Assists barbershop managers in the performance of general office/shop duties involving clerical/administrative/customer service/ cashier work; prepares and types a variety of correspondence and similar items using a personal computer, computer software, a register and Microsoft Word; answers phones and greets clients/customers; responds to questions about promotions, and services; connects customers with appropriate staff member; refers callers to appropriate online services and ensures office is opened and/or closed in a timely manner.

Requirements: Excellent oral and written communication skills in English/Spanish required; knowledge/experience of personal computer operation including word processing and/or data entry, Excel, register, and/or as required by specific job assignment; type 45-50 wpm; working knowledge of standard office practices and equipment; and office organization skills to ensure smooth running of front desk. Minimum of two years' general office experience or customer service including standard office practices and customer service skills to ensure the shop runs smoothly.

How to Apply:

Candidates - Please apply online www.freshkutz.com/careers or email Resume to info@freshkutz.com **Subject: Admin Job Applicant**

Equal Opportunity Employer