**MANAGEMENT TEAM JOB DESCRIPTIONS & QUALIFICATIONS**

**AREA MANAGER**

Role and Responsibilities

* Schedule, & Train all new stylist: About S.O.W & Techniques, Assists with schools for potential stylists, Ensure all clients are being served for the month for each facility, All stylists report to you: tardiness, inventory needed, pricing questions (follow up with owners if needed)
* Ensure all paperwork is up to date: full, signed, client info, May be used as a fill-in if someone is out-ON CALL, Set Goals with stylists

**Qualifications and Education Requirements**

* Familiar with hair industry
* Minimum 2 years of management experience ( job or volunteer) or a certificate or associate in management or similar
* Money handling

Preferred Skills

Microsoft office

**OPERATION MANAGER**

Role and Responsibilities

* Make all initial contact with major builders, management team, & OR groups, Set up meeting with headquarter & corporate offices, Follow up with calls, meetings, Make deposit drops, Call late payments & submit all invoices
* Scan any and all documents upon arrival or request, Keep accurate file of all financial investments
* Strategically Plan what area & place is next to open according to research & current contracts S.O.W have, Keep track of money spent on business equipment, supplies, tools and find more efficient places & way
* Perform any task management, Deposit money

**Qualifications and Education Requirements**

Minimum 3 years of management or similar experience

Familiar with the hair industry

**TASK MASTER/FINANCIAL ADVISOR**

**Task Master/Financial Advisor**

-Certification or Degree in business, accounting, or 2years of experience in Finances or similar

-Detail oriented

-Computer savvy:,

-Excellent communication skills

Preferred Skills

[Word, power point, excel, typing]

**REGIONAL MANAGER**

Role and Responsibilities

Ensures all area managers are completing their responsibilities. Directly responsible for area manager. All salons are running the same and all clients concerns are satisfied. Does research consistently on competition.

Qualifications and Education Requirements

Familiar with the hair industry

Previous Management skill

Able to travel in & out of state

Preferred Skills

Speaking in public

Strong communication skills

Microsoft office