



## SALES SECRETARY

*Posted on September 5, 2024*

**Company Name:** Haides Parlor Barbershop Inc.

**Job Expires:** 2025-05-06

**Job Location:** Surrey BC

**Hours Per Week:** 32

**Job Salary:** 29

Haides Parlor Barbershop Inc. carrying on business as Parlor by Haides, Haides Projects, Haides located at 104 - 16055 Fraser Highway, Surrey, BC V4N0G2 Canada requires one Full time/ Permanent Sales Secretary to join operations immediately. We welcome and encourage Youth, New immigrants, and Aboriginal people.

### Job Duties:

- Prepare, key in, edit and proofread correspondence, invoices, brochures, publications, reports and related material from machine dictation and handwritten copy
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations
- Schedule and confirm appointments and meetings
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors/clients, ascertain nature of business and direct to appropriate person
- Promote salon products and services, process sales and track sales performance by preparing daily/weekly sales reports for salon management.
- Maintain client records, and assist in preparing promotional materials, such as flyers or social media posts, to attract new clients.
- Handle customer complaints, follow up with clients, and assist with client loyalty programs, gift cards, and special offers.

Salary: \$29 per hour (minimum 32 hrs/week)

Job Type: Full time, Permanent

### Job Qualifications:





Secondary school education is required.

Minimum one year of related work experience is required.

How to Apply: Email Resume to [haidesprojects104@gmail.com](mailto:haidesprojects104@gmail.com)

