

销售主管兼前台负责人

Sales Leader & Front Desk Responsible

Location : Beijing

Starting Date : ASAP

Sector: Beauty & Cosmetics

Candidature Preference : Local

公司介绍 About Company

我们的客户专注于服务国际客户群，以纯正法式专业技术为根基，呈现真正具有全球视野的尊享体验。
Our client specialize in serving an international clientele, offering a truly global experience grounded in French expertise.

主要职责 Job Responsibilities

Salon Operations & Service Excellence

以优雅高效的方式管理前台日常运营

Manage daily front desk operations with elegance and speed

确保快速、流畅且热情周到的客户接待与结账体验

Ensure fast, efficient, and welcoming check-in and check-out experiences

严格维护沙龙标准（清洁度、氛围、专业度）

Uphold salon standards (cleanliness, ambiance, professionalism)

协同 CEO 协调员工考勤与假期规划

Coordinate staff attendance and holiday planning with the CEO

开展服务流程、销售技巧及礼仪规范的团队培训

Conduct team training on services, sales, and service protocol

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

制定并追踪服务与销售目标

Define and track service and sales targets

Sales & Client Experience

以高效且亲切的方式提供顶级客户服务

Deliver top-tier client care with warmth and efficiency

通过自信专业的沟通最大化服务与产品销售额

Maximize service and product sales through confident communication

流畅引导客户完成预约、护理及支付全流程

Guide clients through the booking, treatment, and payment process smoothly

联合发型师与管理人员提升销售业绩

Coordinate with stylists and managers to improve sales performance

跟进客户满意度及回头预约

Follow up on client satisfaction and return bookings

以精取得体的方式处理前台电话及客户沟通

Handle reception phone and client communication with polish and clarity

Marketing & Inventory

主导中文市场推广及数字营销

Lead Chinese marketing and digital promotion

协调内部沟通与产品订购

Coordinate internal communications and product orders

执行库存盘点及成本优化审查

Conduct inventory checks and cost-saving reviews

Basic Reporting

提交每日及每周支出报告

Submit daily and weekly expense reports

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org

任职要求 Profile

自信从容、高效有序，具备优雅的领导风范

Confident, organized, and fast-paced — you know how to lead with elegance

具有销售导向思维与天然的服务天赋

Sales-driven mindset with a natural gift for service

有美容、奢侈品零售或酒店行业经验者优先

Experience in beauty, luxury retail, or hospitality is a plus

中文母语，英语流利

Native Chinese speaker with fluent English

始终保持得体仪容、彬彬有礼且以客户为中心

Well-groomed, polite, and client-focused at all times

申请职位 Application

请发送中英文简历至

Please send your English and Chinese CV to

bj-hr@ccifc.org

With over 10 years of experience, CCI FRANCE CHINE Recruitment Department supports companies in their recruitment needs and helps candidates find a professional opportunity across China.

To access more job offers, consult ccifc.org