

We're growing. Join our Team!

As we prepare to move into our new, expanded location, we are seeking an experienced tech-savvy individual to serve as the operational heartbeat of Confidence Beyond Hair Studio.

The Studio Coordinator would bring:

✦ **Advanced Technical Proficiency**

Demonstrates success in managing multiple digital systems simultaneously (scheduling software, Square/POS, Google Suite, Apple products). You are fluent in technology and confident in troubleshooting independently.

✦ **High-Level Calendar & Operations Management**

Proven experience coordinating and optimizing a full, high-demand appointment calendar while maintaining exceptional client communication and flow.

✦ **Polished Communication Skills**

You can confidently interact with guests, vendors, and team members in both refined and fast-paced environments.

✦ **Relevant Industry Experience**

Previous experience in a salon, medical office, luxury retail, or elevated appointment-based business is highly desired.

✦ **Systems-Oriented & Detail-Driven**

You value clean systems, organized workflows, and a pristine studio environment.

✦ **Professional Emotional Intelligence**

You have experience navigating sensitive conversations with empathy, composure, and discretion.

This role is for someone who thrives in technology, responsibility, takes ownership, and is ready to grow with a purpose-driven, boutique studio.

✦ Full-time | Competitive pay with experience, and opportunity for growth | IRA offered

*Email us your resumé and character references at  
hello@confidencebeyondhairstudio.com*