



Aesthetic Assistant

We are a growing state-of-the-art boutique aesthetic medicine practice and day spa with locations in Abilene and Buffalo Gap. The Beauty Bus provides a level of skill and expertise that builds confidence in our patients. We provide our patients with excellent medical aesthetic care and individually tailored relaxation services with the aim to improve self-image, enhance physical beauty, and meet the spoken and unspoken needs of our patients. The result is improved physical, mental, and emotional wellbeing with loyalty to our office.

We are currently accepting applications for an amazing team member to be a part-time aesthetic assistant to Dr. Sara and Nurse Kaleigh in our Abilene office as well as occasional front desk work in Buffalo Gap. When you join our team, you truly become part of our family and customer-centric culture. If you are a resourceful self-starter with a passion for aesthetics, this may be a dream opportunity for you. You need to be a quick learner who can multi-task easily.

The Position:

- Open providers rooms 15 minutes before clinic begins
- Greet patients with VIP hospitality when they arrive and throughout the entirety of their visit
- Take effective before and after photos of all patients and prepare them for posting on social media.
- Effectively use systems and protocols for a smooth-running operation
- Be a champion of our EMR and payment collections systems
- Be a knowledgeable salesperson of our retail items and our services
- Contribute to our social media marketing strategy with filming providers & organizing their before and after content
- Manage ordering of provider's supplies and keep track of inventory
- Covering the front desk tasks (checking in and out, answering phones, etc) when needed
- First Assist abilities for more complex procedures (on the job training available)

The Right Fit:

- A quick learner with problem-solving and critical thinking skills - someone who takes the initiative to figure out what needs to be done through creativity and flexibility
- Customer-service oriented with ability to quickly establish rapport with patients/clients
- Obsessively motivated, reliable, and resourceful
- Superior organizational skills, follow-through skills and attention to detail
- Able to anticipate needs and think ahead



- Social Media skills- ability to organize and manage before & after photos in the treatment room
- Canva skills as well as Google Suite familiarity

Must-Haves:

- Positive and upbeat personality
- Professional and mature demeanor with presentable appearance
- Well-rounded and able to quickly learn practice operations, technology, social media and other applicable duties
- Ability to set the tone for the practice with optimal professionalism and grace
- Flexible schedule

This is currently a 20 hr +/- hr/week position

Current hours: Monday- Thursday 9-5 dependant on providers schedules, Friday 9-2

Pay: \$13- \$15/ Hour

90-Day Probationary Period

Please provide a 100-200 word description about why this position appeals to you in your cover letter along with a current photo.