



The Massage Company, LLC

Job Description Form

Job Title: Assistant Branch Manager

Job Description:

Under general direction, assists the Branch Manager to oversee the daily operations of one or more Branches of the company.

Reports to: Branch Manager

The primary responsibilities of the position include, but are not limited to:

- Manage all aspects of the day to day operations of Company Branch location in the absence of the Branch Manager.
- Constant management of massage therapist schedule on a daily, weekly and monthly basis.
- Responsible for making sure that the banking is done on a daily basis.
- In the absence of the Store Manager, responsible for making sure that the daily sales reports balance with cash, checks, credit cards and gift cards/ coupons.
- Answering telephones and scheduling of appointments.
- Maintain high levels of Customer Service.
- Enter client information into the Helios software.
- Create client files, file client soap notes and maintain the filing system.
- Maintain a balanced cash drawer at all times.
- Execute transactions at point-of-sale via Helios software recording method of payment i.e. cash, check, credit card and/or gift card.
- Responsible for laundry.
- Housekeeping, including but not limited to, vacuuming, sweeping, emptying trash cans, dusting, and cleaning the restrooms.
- Work under the direction of the Branch Manager and/or General Manager to assist in the achievement of sales goals.

Compensation:

- Pay Range: \$12 to \$14 per hour or \$24,960 to \$29,120 annually, paid bi-weekly
- Quarterly incentive plan, beginning first full quarter of employment
- Full-time employees will receive Paid Time Off (PTO) beginning with 8 days per year as per The Massage Company's PTO policy.