

Nail Salon Manager

Exquisite Nails & Spa

Job ID
9221

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LOCATION	DATE POSTED	EXPIRY DATE	
347 17 Ave SW, Calgary, AB Alberta	16-04-2026	13-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.00-38.00 per hour	3 years to less than 5 years	College/CEGEP

Job Details

We, Exquisite Nails & Spa, are looking for permanent, full-time Nail Salon Manager to join our busy team in Calgary!

Position: Nail Salon Manager (NOC 60040)

Number of vacancies: 1

Terms of Employment: Permanent, Full-time (30-40 hours per week), Flexible hours (morning, day, afternoon, evening, weekend), TBD

Hourly Wage: \$36.00 - \$38.00 per hour

Expected Start Date: As soon as possible

Work Location: 347 17 Ave SW, Calgary AB T2S 0A5

Duties and Responsibilities include but not limited to:

- Plan, organize, direct, and evaluate the daily operations of the nail salon
- Supervise, schedule, and coordinate the activities of nail technicians
- Hire, train, and evaluate employees on job duties, customer service standards, and workplace policies
- Ensure a high level of customer satisfaction and handle client concerns or complaints professionally
- Monitor inventory levels of nail products, tools, and supplies; place orders as required
- Ensure compliance with health, safety, and sanitation regulations
- Assist to develop and implement salon policies, procedures, and promotional strategies
- Prepare financial records, sales reports, and staff schedules
- Control operating costs and assist with budgeting and pricing strategies
- Other duties assigned by business owner

Position Requirements and Qualifications:

- College diploma
- 3-5 years of experience in a nail salon or beauty care environment is required
- Previous supervisory or management experience is a strong asset
- Well organized; detail-oriented; efficient interpersonal skills
- Team player – flexible, reliable; Client focus
- Judgement and reliability

Work Conditions and Physical Capabilities:

Attention to detail; Fast-paced environment

How to Apply:

If you are interested in the position and would like to join and grow with us, we encourage you to send us a Cover Letter and Resume by email to Hr_exquisite.yyc@outlook.com

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