



DUTY		TASK			
<b>PERFORM ADVANCED COLOURING</b>	CREATE ADVANCED COLOURING TECHNIQUE	CARRY OUT ADVANCED SPECIALISED COLOURING	CARRY OUT SPECIALISED COLOUR CORRECTION	CARRY OUT POST - COLOUR TREATMENT CONSULTATION	
	05.01 L4	05.02 L4	05.03 L4	05.04 L5	

<b>PERFORM ADMINISTRATIVE FUNCTION</b>	CARRY OUT PRODUCT & SERVICES VENDOR SELECTION	VERIFY EQUIPMENT MAINTENANCE WORK	PREPARE PURCHASING DOCUMENTS	PREPARE SALON RULES AND REGULATIONS	PREPARE SECURITY AND SAFETY PROCEDURE	VERIFY PURCHASING TRANSACTIONS
	06.01 L4	06.02 L4	06.03 L4	06.04 L5	06.05 L5	06.06 L5

COORDINATE WITH EXTERNAL ORGANISATIONS
06.07 L5

<b>PERFORM MANAGERIAL FUNCTION</b>	PREPARE STAFF SCHEDULING	ORGANISE IN-HOUSE STAFF TRAINING	MONITOR STAFF WELFARE	MONITOR STAFF DISCIPLINE	CARRY OUT STAFF RECRUITMENT	MONITOR STAFF PERFORMANCE
	07.01 L4	07.02 L4	07.03 L5	07.04 L5	07.05 L5	07.06 L5

IMPLEMENT BUSINESS PLAN	IMPLEMENT FINANCIAL TRANSACTION	IMPLEMENT FINANCIAL PLAN	IMPLEMENT MARKETING PLAN	CONDUCT STAFF MEETING
	07.07 L5	07.08 L4	07.09 L4	07.10 L5
				07.11 L5
				07.12 L5



PERFORM EXTRA BUSINESS DEVELOPMENT ACTIVITIES	08	CARRY OUT ADVERTISING & PROMOTION PLANNING		PROVIDE IMAGE CONSULTANCY		COORDINATE HAIR SHOW STAGING		COLLABORATE IN HAIR COMPETITION PARTICIPATION		CARRY OUT PHOTO SESSION PLANNING	
		08.01	L5	08.02	L5	08.03	L5	08.04	L5	08.05	L5