



BevelUp has established itself as the gold standard for luxury med spa experiences. Our modern, convenient locations, expertly trained team, and thoughtfully curated menu of treatments puts the focus on the guest. We elevate the guest experience by making facial aesthetic treatments as convenient as possible.

We are looking for an experienced, dependable Registered Nurse/Certified Medical Assistant to join our team. As a Medical Assistant you will be responsible for providing clinical and administrative support to ensure efficient operation of the medical spa office. You will support providers and patients through a variety of tasks related to patient care management, organization, and communication. The employee is to complete all activities accurately, with high quality and in a timely manner.

The MA position provides the patient with their initial clinical experience. Our ideal candidate is energetic, personable, detail-oriented, efficient under pressure and can learn quickly. The position is considered a crucial link between the patient and the care delivered by our providers. You will create amazing client experiences and learn from the best in the industry.

**Professional Objective:**

*Support providers in delivering a seamless, safe, and luxury medical aesthetic experience. Maximize provider capacity and efficiency by anticipating needs, maintaining an organized and sterile treatment environment, and ensuring clients feel educated, confident, and well cared for before, during, and after treatment. Play an essential role in client retention through thoughtful service, follow-up, and support.*

**Responsibilities:**

- Greet and escort guests to their designated rooms, creating a warm and professional first impression.
- Educate clients on treatment plans, pre- and post-care instructions, and membership opportunities.
- Ensure a smooth and comforting treatment process by anticipating client needs and addressing questions or concerns.

- Reinforce follow-up care and product recommendations to promote retention and optimal results.
- Take standard clinical photos before and after treatments, ensuring consistency and accuracy.
- Assist providers during treatments to enhance speed, efficiency, and overall guest flow.
- Keep providers on schedule by proactively managing time, providing gentle time checks, and preparing rooms in advance.
- Communicate key guest information such as medical history or chief complaints in a concise, professional manner.
- Document clinical notes and chart entries as requested by providers.
- Prepare treatment rooms with all necessary tools, supplies, and documentation prior to each appointment.
- Maintain a clean, modern, and organized environment that aligns with BevelUp's brand and health code standards.
- Adhere to strict sanitation protocols for all devices, surfaces, and linens per local, state, and federal regulations.
- Proactively reset and clean rooms between appointments with efficiency and attention to detail.
- Stock and maintain appropriate levels of supplies in treatment rooms and nurse stations.
- Routinely check backstock inventory to ensure adequate levels are maintained.
- Promptly report any supply shortages or low inventory to the Lead for timely restocking.
- Participate in end-of-day checklists and contribute to weekly/monthly inventory audits as needed.

### **Qualifications:**

- Relevant certification or experience in a medical or aesthetic environment preferred
- Familiarity with treatment protocols, equipment, and guest flow best practices
- Service-driven with strong interpersonal and communication skills
- Ability to multitask and anticipate the needs of both clients and providers
- Professional appearance and demeanor; calm under pressure

### **Professional Experience:**

Registered Nurse License (preferred but not required)

Certified Medical Assistant (minimum 1 year experience)

Phlebotomy Certification (preferred but not required)

**To apply:** Please send resume and cover letter to [hello@bevelup.com](mailto:hello@bevelup.com)