

Tuesday, June 21, 2011

Company Manager & Receptionist

Please email resume and personal biography to mswilliamsdance@yahoo.com

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Seeking an organized, responsible adult for Part time company manager and receptionist position. We are a small but very professional non-competitive dance studio on Staten Island. Candidate must maintain administrative records, be responsible for tuition collection, registration, attendance, in person inquiries, and perform daily assignments pertinent to marketing, event coordinating, and management of the studio and our pre-professional contemporary dance ensemble. Must be outgoing and have excellent customer service skills as well as a dance background. Candidates can expect to work approximately 20-30 hours per week. Salary will be established based on experience. Please view our website www.liv2dancestudio.com for further information on our school and programs.

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