

Wednesday, August 21, 2013

FLX Administrative Assistant

admin@flxbody.com

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FLX is a ballet inspired product and apparel company. Our leading product, the Flexistretcher, has been very well received and is used by elite dancers and athletes globally. Our company is expanding with the development of classes, trainings, apparel, producing an online exercise platform, large wholesale international orders, and new markets.

Innovation, passion, and creativity is the foundation of our company and is our continual driving force. We are seeking a like-minded individual who is friendly, outgoing, and motivated to join our team and assist the manager with the day to day operations and expansion of the company.

Qualifications:

- Recent college graduate and/or professional dancer
- Background in ballet or fitness
- Enthusiastic, creative, and motivated
- Excellent grammar, writing style, and business etiquette
- Strong organizational and communication skills; detail-oriented
- Proficient in Microsoft office and excel.
- Knowledge of Adobe programs such as Photoshop and Indesign is a plus.

Job Requirements:

- Sales: excellent verbal and written skills and friendly customer service and telephone skills
- Putting together marketing and promotional materials for special events
- Press releases/Blog posts
- Help with day to day administrative work
- Assist manager with new projects and research such as new product development, production, and launch.
- Assisting with purchasing products and materials

This is a perfect part time opportunity to be creative and self-driven.
15 office hours per week plus the ability to work remotely

Entry level position:

Pay is hourly plus commission.

Rate negotiable

Email resume and writing sample for consideration.

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