

Tuesday, September 3, 2013

## Part Time Admin/Front Desk

info@sanctuarypilates.com

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Upper East Side Pilates Studio is looking to fill a Part-Time Front Desk/Administrative position. We are an upscale boutique pilates studio, and we pride ourself on excellent client relations, high standards of cleanliness, and maintaining an efficient, orderly workplace. Applicants must have a minimum of 3 years combined experience in hospitality and/or office work and a 4-year college degree.

### Job Responsibilities Include:

- Filing/data entry
- Cleaning duties
- Scheduling clients and staff members
- Answering the phone
- Responding to emails
- Greeting clients
- Taking payments

Experience with MINDBODY Online preferred. Applicants must be available on Mondays and Thursdays from 8-4 or 9-5. There is the potential to expand your hours as you grow with the studio.

Employee benefits include free pilates and yoga classes, discounted massage and shiatsu therapy sessions and a SIMPLE IRA with matching benefits.

The position starts at \$10/hr.

Please email your resume and cover letter as pdf attachments to info@sanctuarypilates.com

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