

Tuesday, May 20, 2014

2 Part Time Administrative Assistant Positions

Company: Feldenkrais Institute
Location: New York, NY
Compensation: TBD

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The Feldenkrais Institute is looking for 2 part-time administrative assistants whose primary responsibilities will include answering phones, scheduling client appointments, checking in clients for classes and workshops, maintaining the presentation of the Institute, support general office management, and administrative daily tasks. The ideal candidate must have superior customer service skills, strong work ethic, and the ability to balance multiple competing demands.

Qualifications

Bachelor's Degree or its equivalent
1-3 years' experience in administration
Strong communication, writing, and organizational skills
Fluency in Mac platform
Knowledge of the MindBody software is a plus
Experience in the Feldenkrais Method is a plus

Schedule is to be determined but will include frequent evening and weekend hours. The two positions require a commitment of 30 hours or 15 hours a week. Compensation is to be determined. Benefits include unlimited Awareness Through Movement classes and discounts on workshops, events, and products.

Submit letter of interest, resume, three professional references, salary requirements, and preference in position to feldinstjobpost@gmail.com. No phone calls please. We are looking to fill these two positions immediately.

Feldenkrais Institute
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For more information:
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feldinstjobpost@gmail.com

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