

Thursday, October 22, 2015

## Fitness Studio Front Desk Manager, Refine Method

Company: Refine Method

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Compensation: Highly competitive DOE plus unlimited free fitness classes

### Company Description -

Refine Method is a growing boutique fitness studio with 3 locations in NYC ([refinemethod.com](http://refinemethod.com)). Founded in 2010 by Harvard grad Brynn Putnam, Refine specializes in small group, high-intensity interval training. Refine has been called "New York's Smartest Workout" and featured in numerous publications, including The NY Post, Self, Fitness, Elle, Marie Claire, Inc and NY Magazine, which deemed Refine the "Best New Workout of 2011."

### Job Summary-

Seeking outgoing and motivated candidate to manage client facing operations, primarily at our UWS studio.

### Requirements-

The ideal candidate demonstrates these qualities:

- Passion for fitness
- Exceptional oral and written communicator
- Outstanding customer service and problem solving skills
- Responsible and dependable
- Demonstrated leadership skills
- Ability to prioritize and manage multiple tasks in a fast-paced environment
- Willing to initiate tasks and perform duties without instruction
- Highly organized and detail-oriented
- Previous management or sales experience (not required but, preferred)
- Previous experience with MindBody (not required, but preferred)

### Responsibilities:

- Commit to 3-4 shifts per week: Shifts are M-Thurs 4-9pm, Fri 6-11am, Sat-Sun 7:45/8:45am - 1:30/2:30pm (some flexibility on shift times)
- Communicate and build relationships with clients to understand clients' needs and improve service
- Manage daily operations in studio
- Work with Management Team to continuously improve all aspects of the studio including client experience, staff engagement and financial performance
- Operate MindBody software
- Social Media and Outreach related tasks
- General Studio Upkeep/Tidiness
- Attend monthly staff meetings
- Represent the Refine brand

Please send Cover Letter, Resume, and Head Shot to [ellen.quinlan@refinemethod.com](mailto:ellen.quinlan@refinemethod.com)

Refine Method

For more information:

Ellen

[ellen.quinlan@refinemethod.com](mailto:ellen.quinlan@refinemethod.com)

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