

Thursday, February 16, 2017

## Administrative and Operational Positions

Company: Steps on Broadway  
Location: New York, NY

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### Exciting Career Opportunities

Steps on Broadway is interviewing immediately for Full-Time Administrative and Operational positions.

Due to the demands of the business, candidates must have a "whatever it takes" approach to accomplishing daily and long term company goals.

Ideal candidates will have experience in dance and be familiar with Steps.

Candidates must also possess strong supervisory and customer service skills; demonstrate the ability to communicate effectively with all members of the administrative staff and able to resolve a multitude of issues in a very challenging, spirited and perpetually changing atmosphere.

Strong general computer skills and proficiency in Microsoft Office are required along with the aptitude to quickly acquire skills necessary to utilize company specific software. Experience using MindBody is a plus.

A competitive compensation and comprehensive benefits package is offered.

If you are interested in joining our talented team and working in a friendly and dynamic environment, please submit the following:

Cover Letter  
Resume  
Salary Expectations  
Contact information for two professional references

To: [bobf@webwps.com](mailto:bobf@webwps.com)

Please Enter "Steps Opportunities" in the Subject Line

Steps on Broadway is an Equal Opportunity Employer

Please visit us on the web at [www.stepsnyc.com](http://www.stepsnyc.com)

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[< back](#)

[previous listing](#) • [next listing](#)