

Monday, April 3, 2017

Office Manager - The School at Steps

Company: Steps on Broadway
Location: New York, NY
Compensation: \$40,000

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The School at Steps, a division of Steps on Broadway, is seeking an Office Manager.

Schedule: Full-Time, schedule to be determined. Some nights/weekends required.

Compensation: Commensurate with Experience – Plus Benefits Package and Unlimited Free Classes

IMPORTANT: Please note that due to position responsibilities, it would not be an ideal position for anyone that is actively pursuing professional opportunities in dance and/or other related opportunities outside of Arts Administration.

We are looking for an Office Manager to organize and coordinate office operations and procedures in a small office setting, in order to ensure organizational effectiveness and efficiency. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks, be able to work independently with little or no supervision and be a hands on professional. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an environment of diverse people.

Skills Required:

Proficiency in Microsoft Office.

Experience using MindBody Software and a sense of humor are a plus.

Strong interpersonal and supervisory skills are essential.

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

Cover Letter

Resume

Salary Expectations

Contact information for two professional references

To: bobf@webwps.com

Steps on Broadway is an Equal Opportunity Employer

Please visit us on the web at www.stepsnyc.com

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[< back](#)

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