

Friday, August 4, 2017

AWARD WINNING DANCE COMPANY SCHOOL MANAGER!

Company: N/A

Location: NEW YORK, Ny

Compensation: • STARTING SALARY \$700.00 a week. If successful, increase IN TITLE TO MANAGER and RAISE after 6 months.

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Prestigious Award Winning Competitive Dance Company with more than 650 students and locations on the Upper East and Upper West sides is looking for an organized, dedicated, mature, business-minded individual to handle administrative duties. This position is responsible for building and managing sales of classes for accurate yearly scheduling purposes, while maintaining the company's existing relationships. The successful candidate will provide the company's owner with information and insights in order to make effective decisions.

Some tasks include, but are not limited to client communication, budgeting, bookkeeping, enrollment and registration, website management, promotion and sales of classes, class and instructor scheduling, purchasing and merchandise management, travel arrangements, competition entries, and seeking and negotiating performance events, as well as day to day tasks.

This is a wonderful opportunity to be an integral part of a successful company full of girl power, teamwork, and heart!

- Dance background appreciated but not required.
- Works closely with the company director in all aspects of the program.
- Must have flexible schedule and be willing to work hard.
- STARTING SALARY \$700.00 a week If successful, increase IN TITLE TO MANAGER and RAISE after 6 months.

Requirements

- Proven work experience in business
- Hands-on experience delivering excellent customer/client experiences

Positive attitude

Strong work ethic

- Ability to deliver projects on time
- Excellent communication skills
- Problem solving attitude

HUGE Opportunities to grow with company in title, salary and profit sharing/partnership opportunities.

LONG TERM CAREER MINDED INDIVIDUALS ONLY

N/A
NEW YORK, Ny , 10024

For more information:
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Piercejc99@me.com

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