Saturday, August 12, 2017

Front Desk/Associate Part Time @ Amazing Wellness Practice

Company: Bodyworks DW Advanced Massage Therapy
Location: New York, NY
Compensation: Pay is $15/hr with compensation growing as responsibilities increase. During initial 6 weeks of training pay will be $13.50/hr.

Bodyworks DW Advanced Massage Therapy, an elite medical massage therapy studio in the financial district, needs you! We are a continually growing wellness practice and need additional assistance at the studio to help the owner and the therapists keep their days running smoothly.

When - we currently need shift coverage for the following shift.

- Saturday (8:30 am - 3 pm). Flexibility for covering additional shifts if other assistants take vacation days is a big plus.

Skills needed:

- reception experience is required
- experience with Mindbody or other appointment booking software is a plus
- resourceful and able to quickly troubleshoot breakdowns
- friendly and able to interact with clients face to face
- detail oriented

Responsibilities:

- answer phones and emails- assist with scheduling and other general questions
- assist with other studio projects including social media posts, drafting newsletters, updating the website, etc.
- help owner schedule and plan meetings and events
- enforce policies such as our 24 hour cancellation policy
- put away laundry and keep studio organized
- make sure that all studio supplies are in stock and manage a re-stocking schedule
- troubleshoot breakdowns that may arise throughout the workday

This is a growing position and will evolve with the needs of the business. We are looking for someone excited to grow with the business and welcome new responsibilities in this position.

Pay is $15/hr with compensation growing as responsibilities increase.

Please respond via email only, with a resume and cover letter. Callers to the business will not be considered for the position.

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For more information:
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