

Wednesday, October 10, 2018

Front Desk Scheduler at Boutique Fitness Studio

Company: Erika Bloom Pilates
Location: New York, NY

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Erika Bloom Pilates is a luxury international fitness and wellness brand with a flagship on New York's Upper East Side. We are in a current period of expansion and are looking for committed Front Desk Staff members at our Manhattan location to help our brand continue to grow.

Responsibilities Include:

- Handling all phone and email correspondence.
- Providing high-level in-person customer service.
- Scheduling clients between all locations.
- Maintaining knowledge of all services offered, retail products, and general studio information.
- Handling studio upkeep and maintaining aesthetics.
- General office assistance.

Abilities + Experience:

- Extremely organized and detail focused.
- Passion for health and wellness.
- Excellent communication and problem solving skills.
- Professional and polite phone and email etiquette.
- Ability to work at a rapid pace and prioritize multiple tasks.
- Proficient in Microsoft Office Programs.
- Able to interact with a wide range of personalities.
- Hard-worker with ability to work a non-traditional schedule including at least one weekend day and weekday evenings (1pm-8pm).

<http://www.erikabloom.com>

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For more information:
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[< back](#)

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