

Monday, April 8, 2019

Front Desk Personnel

Company: Westside Pilates

Location: MANHATTAN (NEW YORK COUNTY), New York

Compensation: 15/hour

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Westside Pilates (located on the upper west side) is looking for a part-time front desk person in the mornings (8am-4pm) during the week (can substitute a weekday for a Saturday morning).

We are looking for a friendly individual who genuinely enjoys being around people and fitness, who can manage multiple tasks at once. The ideal candidate will have previous customer service experience and will understand the importance of responding quickly to clients' requests.

Every Day Personal Assistant to Owner & Manager of All Client Scheduling/Correspondence (Location: New UWS Pilates Studio)

Greet walk-ins and answer phone calls within 12 hours of receipt; notify owner directly of emergent issues
Respond to emails thoroughly and reliably in the same way
Schedule clients and classes using Mindbody Online software
Clean up studio (re-fill spray bottles, change out laundry, put away props, swifter the floor, etc)
Take photos of what is happening at the studio for social media

Direct and Targeted Marketing/Social Media (Note: must be available to update social media at least 4x a week with original creative content)

Produce start-to-finish monthly direct-to-client email marketing campaigns via MailChimp. Ideas person!
Maintain constant social media presence (IG, facebook, google+) ~ approximately 8 total individual social media posts - must be brand-consistent and engaging (you will be using Trello to communicate with the owner for final approval of all posts)

Long-Term Organization Tasks (Location: New UWS Pilates Studio Back Office) (Occasional location: LIC Queens Pilates Studio)

Re-organize back office space
Manual data transfer between softwares
Plan and coordinate all future company events including summer outdoor classes

Technical Requirements. In addition to having a good eye, candidate must possess:

Ability to quickly learn

Mindbody Online client booking software
Trello
MS Word
Facebook
Instagram
Google+ postings * Strong communication and people skills
Organizer extraordinaire (system implementing, streamlining processes..)
Problem-solving skills

**Must be a team player and open to doing what may come up at the studio that is outside of this description. Proximity to UWS a major bonus.

Job Types: Full-time, Part-time

Salary: \$15.00 /hour

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