

Thursday, May 30, 2019

## LifeSpan Pilates seeks part-time Admin/Front Desk manager

Company: LifeSpan Pilates

Location: NYC, NY

Compensation: Position is an Hourly Rate - To be discussed

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LifeSpan Pilates, A Romana's Pilates Studio and NYC Certification headquarters, is seeking a parttime administrative assistant and front desk manger for morning hours.

### Qualifications/Description:

- Knowledge of Mindbody Scheduling system to book clients and manage clients, instructors, apprentices schedules
- Skilled at multi-taking and project managment to help with multiple studio projects, events and more.
- Skilled at Social Media and email marketing to help with daily SM posting, email marketing campaigns and communications to clients, instructors, apprentices, studio staff and more.
- Must be professional, pleasant and able to work with different types of individuals.

If interested, please send resume to Tasha Norman at [tasha\\_norman@yahoo.com](mailto:tasha_norman@yahoo.com).

Thanks

Tasha

LifeSpan Pilates  
37 west 46th street 2nd floor  
NYC, NY, 10036  
2123901282  
[lifespanpilates.com](http://lifespanpilates.com)

For more information:  
Tasha  
[tasha\\_norman@yahoo.com](mailto:tasha_norman@yahoo.com)  
212-390-1282

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