

Tuesday, May 21, 2019

Receptionist / Administrative Assistant

Company: Freed of London

Location: Long Island City, NY

Compensation: Hourly with benefits

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Become a part of Freed of London, USA's exciting US sales team at the Long Island City / Queens USA Office Headquarters and Boutique, located directly across the East River from midtown Manhattan, just minutes via the 7, G, E, M, N, and Q subways.

Freed has an immediate hire, full time position available for a receptionist/administrative assistant, Monday-Fridays 9am-5pm. Requirements and responsibilities are:

Requirements:

- Courteous, welcoming attitude and excellent customer service relations
- Strong, personal knowledge of classical ballet and pointe technique
- Must be highly organized, accurate, able to adhere and follow procedures and have excellent attention to detail
- Must be punctual, reliable and able to maintain a set schedule
- Exemplary communication skills, both verbally and in writing
- Familiarity with computer programs including Microsoft Office and Google calendars.

Responsibilities include but are not limited to:

- Managing the front desk/reception area
- Answering phones and directing calls
- Accepting deliveries
- Greeting customers
- Maintaining Google appointment calendar
- General administrative duties including order processing, mailings, databases
- Willingness to provide showroom assistance and to learn how to fit pointe shoes
- Assist other employees/departments as needed

EOE; college graduate preferred. Compensation: hourly with benefits

Send resume, cover letter (email body) and two references to brenda@freeddirec.com. Response to submissions will only occur if an interview appointment is desired.

