

Tuesday, June 11, 2019

## Scheduling Manager at Luxury Wellness Studio

Company: Erika Bloom Pilates  
Compensation: Competitive

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We're a luxury fitness and wellness brand with a flagship on New York's Upper East Side looking for an experienced scheduling manager to help grow and maintain client's wellness programs.

### Responsibilities Include:

- Handling all phone and email correspondence.
- Providing high-level in-person customer service.
- Scheduling clients between all locations.
- Handling studio upkeep and maintaining aesthetics.
- Creating and managing clients wellness programming.
- Working in partnership with the scheduling coordinator and studio manager to retain clients through schedule changes.
- Focus on maximizing the schedule to meet daily numbers.

### Abilities:

- Strong attention to detail.
- Passion for health and wellness.
- Strong communication skills.
- Proficient in conflict resolution.
- Professional and polite phone and email etiquette.
- Excellent at time management and prioritizing.
- Proficient in Mindbody software.
- Able to interact with a wide range of personalities.
- A dedicated worker with ability to work a non-traditional schedule including at least one weekend day, 6:45am-1pm, and 1-8pm shift for an average of 32-36 hours a week.

Resumes without scheduling/front desk management will not be considered.

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