

Sunday, March 13, 2022

## Seeking Office Manager to start 9/19/2022

Company: Berest Dance Center

Location: NY

Compensation: \$450/5 days per week

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Directors Heather and Olga Berest, photo by Linda Nutter

Berest Dance Center is seeking Office Manager

The Berest Dance Center has operated in Port Washington since 1976. It's goal is to make the joy of movement accessible for both fun and for professional training in a supportive, non-competitive atmosphere. We offer close to 100 classes a week that run 7 days a week. Please respond to [berestdance@gmail.com](mailto:berestdance@gmail.com) to set up an interview.

STARTING DATE: SEPTEMBER 19, 2022

STARTING SALARY: Any 5 days per week (week day hours are 3-8pm and weekend hrs are 11am-4pm)

\$450/5 days per week for potentially 36 weeks.

### REQUIREMENTS

Excellent written and verbal communication skills.  
Neat appearance.  
Roll up your sleeves attitude.  
Strong sense of humor.  
Preferably lives within 30 minute commute, but not necessary.

### RESPONSIBILITIES:

#### DAILY

open building  
keep bathrooms stocked with TP, papertowels and soap  
respond to daily emails and phone calls  
empty garbages and place by curb 3X/week  
light cleaning if necessary  
be available to clients who need help in any way

#### WEEKLY

review billing issues  
review attendance issues

\*opportunities for subbing classes optional

#### SEASONLY

billing  
report when we are getting low on supplies  
set up for attire week  
break down set up for attire week

order, stock and deliver attire  
measuring students for costumes  
ordering, labeling and stocking costumes  
keep office stocked with paper, envelopes, scotch tape, staples, paperclips  
email families about studio closings

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Berest Dance Center  
12 South Washington Street  
NY, 11050  
[www.berestdance.com](http://www.berestdance.com)

For more information:  
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