

Thursday, September 8, 2022

Front Desk Position

Company: BodyTonic Pilates Gymnasium
Location: Brooklyn, NY
Compensation: \$18/hr

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BodyTonic, a very busy Pilates studio in Park Slope, is seeking a front desk person to join our team. The candidate should be organized, autonomous, clean, friendly, caring, solution-oriented, and able to take direction. At BodyTonic we value diversity, open and clear communication, compassion, and promptness.

Pay is \$18/hr with additional pilates training discounts and offers. Pay raises are available with additional responsibilities.

Duties include:

Supporting clients and teachers with scheduling.

Working in Mail Chimp, to help create newsletters.

Assisting in keeping the studio clean and organized

Communicating directly with the owner about daily/weekly goals.

Taking responsibility for communication with clients via email, phone and AI messenger

Running periodic reports in Mind/Body for negative balances.

Experience with MindBody is a must. Recommended experience with Mailchimp and Canva,

This is a great opportunity for someone looking to become a teacher in the future. The previous 3 front desk people became teachers!

We are looking for desk coverage, Sunday, Monday, Tuesday and Wednesday with some flexibility.

Interested candidates please email: office@body-tonic.com with "front desk application" in the subject line.

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For more information:
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