

Friday, February 3, 2023

## Fort Pilates Hiring Administrative Staff

Company: Fort Pilates

Location: Brooklyn, NY

Compensation: \$18-22, depending on experience

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Fort Pilates is hiring administrative team members! Ideal candidates are friendly, self-motivated and work well in collaborative settings. Applicants must have a basic knowledge of MindBody software, be comfortable using G-Suite, and have strong email and phone communication skills.

This position requires a consistent commitment of 3 shifts, or roughly 18 hours, a week. A mix of weekday and weekend availability is preferred. Previous movement/wellness studio experience is also strongly preferred, but not required!

At Fort Pilates we see the process of building our community as a collaborative effort that our entire staff participates in. *Our ideal administrative candidate is looking for a long term position and growth within the studio!*

Compensation:

\$18-22 an hour, depending on experience.

General Position Duties:

Managing the studio phone and email inquiries

Client scheduling and communication

Managing group class waitlists

Light studio cleaning and organization

Liaising between clients, instructors and the management team

Problem-solving and prioritizing of daily tasks that are often in flux

Benefits:

Complimentary group classes

Discounted private sessions and retail

Complimentary access to workshops and continuing education opportunities with movement and wellness professionals

Schedule flexibility

To Apply:

Please send your resume, a short blurb about yourself, your admin experience and what interests you in the position to [toadmin@fortpilates.com](mailto:toadmin@fortpilates.com).

We look forward to meeting you!

[www.fortpilates.com](http://www.fortpilates.com)

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