

Wednesday, September 6, 2023

## Seeking Admin/Receptionist for UWS Fitness Studio

Company: Kinespirit Riverside  
Location: New York, NY  
Compensation: \$17/hour

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We are a well-established fitness studio brand on the Upper West Side, looking to add someone to our team who is dedicated to making sure our day-to-day reception and administrative tasks are taken care of properly, efficiently, and reliably.

Preferred Availability:

Mondays: 2pm-Close (typically ~7 or 8pm)

Wednesdays: 2pm-Close (typically ~7pm)

Sundays: Open-Close (typically ~8:30am-3pm)

Start date: mid-September 2023. Paid training would start ASAP.

Here's who we're looking for:

You're the type of person who thrives on taking care of things the right way the first time. You're friendly and personable by nature, with exceptional attention to detail and experience dealing with clients/customers in a retail or service environment. When you say "I'll take care of it," we know it'll be done well. You have stellar verbal and written communication skills and your feathers aren't easily ruffled. You value open communication with your employers regarding your tasks and what's expected of you. You also aren't afraid to ask for guidance in out-of-the-ordinary circumstances, and take the initiative to apply that to future circumstances without needing to ask again.

Our specialty is mind/body fitness techniques like Pilates and Gyrotonic exercise, so some experience with or understanding of these techniques is ideal. You will learn about them on the job and will need to speak about them from an authentic place, with confidence and clarity, once hired. We run our studio on MindBody Online, so experience with their scheduling software is also a HUGE plus.

Here's what your job tasks would look like:

- Greeting clients and checking them in
- Scheduling private sessions and class reservations via email, phone, and in-person
- Taking payment for packages as well as individual private sessions/classes
- Welcoming prospective clients, giving studio tours, and setting them up for their first sessions
- Dealing with general studio inquiries via email, phone, and in-person
- Maintaining a calm and welcoming studio environment, including light cleaning
- Creating flyers and studio signage as needed
- Handling any basic issues with outside vendors

This role is a part-time position, starting with three shifts per week + additional opportunity to pick up shifts as needed. If this sounds like the job for you, we definitely want to hear from you! Please reply to this posting with a cover letter in the body of your email, and your resume attached in PDF or MS Word format. All inquiries can be sent to [taylor@kinespirit.com](mailto:taylor@kinespirit.com). Make sure to include your availability, and please include "Admin/Receptionist" in the subject. Thanks!

No phone calls please.

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