

Sunday, October 13, 2024

Front Desk position at Earth + Sky Massage and Acupuncture


Company: Earth Sky Massage and Acupuncture

Location: Long Island City, NY

Compensation: Starting at 20/21 depending on experience

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WE ARE hiring
Front Desk Manager



Earth + Sky Massage and Acupuncture, a well-established Long Island City wellness office, is seeking a front desk manager to join our team. We are a unique, team-oriented center that specializes in pre and postnatal, labor prep, pediatrics, abdominal massage, manual lymphatic drainage, and craniosacral therapy. We have a dedicated clientele, but also a rapidly growing practice that reaches deep into our community here and throughout New York City.

The responsibilities include managing our booking system, responding to client emails and phone calls, scheduling, checking clients in and out, keeping the office stocked and tidy, ordering supplies, communicating with vendors and staff, managing client files, accounting, social media engagement and tasks related to marketing and outreach. Experience with Google Docs, JaneApp, MailChimp and Squarespace are a plus.

This is a great opportunity for someone interested in bodywork, reproductive health and wellness, pre/perinatal support, pediatrics, or someone who wants to learn about how to run a successful wellness practice and grow with the practice.

Qualifications:	Compensation:	Availability:
<ul style="list-style-type: none">• High Level of Organization and attention to detail• Self-direction and time management skills• Enthusiastic attitude and excellent communication• Interest in wellness and bodywork	<ul style="list-style-type: none">• Starting at \$20/hr + "Wellness benefits" (free and discounted massage/acupuncture; discounts on products; invitation to our monthly round table discussions; continuing education)• 5 paid sick days a year	<ul style="list-style-type: none">• Afternoon/Evenings and weekends• To Apply: Send a cover letter describing your interest in the position and resume to info@earthskylic.com. Indicate "Office Job Application" in the subject line.

Earth + Sky Massage and Acupuncture, a well-established Long Island City wellness office, is seeking a front desk manager to join our team. We are a unique, team-oriented center that specializes in pre and postnatal, labor prep, pediatrics, abdominal massage, manual lymphatic drainage, and craniosacral therapy. Many of our therapists are also professional dancers or ex dancers and therefore many of our clients are in the performing world.

The responsibilities include managing our booking system, responding to client emails and phone calls, scheduling, checking clients in and out, keeping the office stocked and tidy, ordering supplies, communicating with vendors and staff, managing client files, accounting, social media engagement and tasks related to marketing and outreach. Experience with Google Docs, JaneApp, MailChimp and Squarespace are a plus.

We are looking to fill various shifts during the week and weekend.

If you are interested, please email kenna@earthskylic.com. Please include your resume, 1 reference, and availability.

Earth Sky Massage and Acupuncture
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earthskylic.com

For more information:
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