

Wednesday, December 11, 2024

Part Time Front Desk Associate-Jersey City, NJ

Company: The Kennedy Dancers, Inc
Location: Jersey City, NJ
Compensation: \$16-\$17

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The Kennedy Dancers are seeking a reliable and enthusiastic Part-Time Front Desk Associate to join our team. This role is essential in providing excellent customer service and supporting the smooth operation of our dance studio. The ideal candidate will be computer literate and proficient in social media management, Canva, email communication, and general front desk duties.

Hours:

Tuesday - Friday Evenings: 3:00 PM to 7:30 PM

Saturday Mornings: 9:00 AM to 2:00 PM

Flexible schedule

Key Responsibilities:

Greet and assist visitors, students, and parents in a friendly and professional manner.
Manage front desk operations, including answering phones, responding to emails, and handling inquiries.
Utilize social media platforms to promote studio events and updates.
Create and manage visual content using Canva for marketing and communication purposes.
Schedule appointments, and classes, and maintain accurate records in the studio management software.
Process payments, and registrations, and maintain financial records.
Ensure the front desk area is organized and presentable.
Assist with administrative tasks and special projects as needed.

Qualifications:

High school diploma or equivalent; additional education or relevant certification is a plus.
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
Experience with social media platforms (Facebook, Instagram, Twitter, etc.) and Canva.
Strong verbal and written communication skills.
Ability to multitask and work independently in a fast-paced environment.
A positive attitude and a passion for dance and the arts are a plus.
The Kennedy Dancers are an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Type: Part-time

Pay: \$16.00 - \$17.00 per hour

Schedule:

4-hour shift
Evening shift
Every weekend
Morning shift

Experience:

Front desk: 1 year (Required)
Ability to Commute:

Jersey City, NJ 07306 (Required)
Ability to Relocate:

Jersey City, NJ 07306: Relocate before starting work (Required)
Work Location: In person

The Kennedy Dancers, Inc
79 Central Ave
Jersey City, NJ, 07306
2016592190
[The Kennedy Dancers, Inc](#)

For more information:
Diane Dragone
kennedydancers@aol.com
(201) 659-2190

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