

Wednesday, July 30, 2025

Front Desk - Administrator - Pilates Studio

Company: Mind Your Body

Location: New York, NY

Compensation: \$18.75 hourly - with room to grow

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This position has been filled. Thank you and hope to meet you some other time!

Mind Your Body studio is seeking one front desk administrator to take on a parttime role at our front desk. The role includes Administrative duties important for client relations, studio operations and social daily front desk care. The best candidate is well organized, has a knack for detail, is happy to work independently but also thrives as part of a team. The studio has a strong community both in clientele and employees and recently celebrated 30 years in business on the UES in NYC! Fitness, Dance studio administration experience is a plus, as well, MindBody, G-Suite, strong interpersonal skills and customer service.

Please consider travel and getting to the Upper East Side. We hope to bring on someone who can make a commitment to this position long term.

Benefits:

- ~ Complimentary Pilates classes; discounted services and retail.
- ~ Year end bonus.
- ~ IRA participation when eligible.
- ~ Become part of a strong community! Room to grow.

Please send the contact below a cover letter and a resume.

Hours: Mon. - Wed., 1:30 - 7:30 and Sundays 8:45 - 2:30 & room to help sub shifts.

Mind Your Body
1435 Lexington Ave
New York, NY, 10128
www.mindyourbodyfitness.com

For more information:
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