

Friday, July 6, 2018

Scheduling Coordinator at Luxury Fitness Studio

Company: Erika Bloom Pilates

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Scheduling Coordinator

Erika Bloom Pilates is a luxury international fitness and wellness brand with a flagship on New York's Upper East Side. We are currently looking for committed Front Desk Staff members to help our brand continue to grow.

Responsibilities Include:

- Handling all phone and email correspondence.
- Providing high-level in-person customer service.
- Scheduling clients between all locations.
- Maintaining knowledge of all services offered, retail products, and general studio information.
- Handling studio upkeep and maintaining aesthetics.
- General office assistance.
- Managing confidential information.

Abilities + Experience:

- Extremely organized and detail focused.
- Passion for health and wellness.
- Excellent communication and problem solving skills.
- Professional phone and email etiquette.
- Ability to work at a rapid pace and prioritize multiple tasks.
- Proficient in Microsoft Office Programs.
- Able to interact with a wide range of personalities.
- Hard-worker with ability to work a non-traditional schedule including at least one weekend day, early mornings (6:45am-1pm), and evenings (1-8pm)

* Previous reception or client relations experience required. Experience with Mindbody software a plus.

Erika Bloom Pilates
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For more information:
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