

Sunday, March 13, 2022

Seeking Office Manager to start 9/19/2022

Company: Berest Dance Center

Location: NY

Compensation: \$450/5 days per week

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Directors Heather and Olga Berest, photo by Linda Nutter

Berest Dance Center is seeking Office Manager

The Berest Dance Center has operated in Port Washington since 1976. It's goal is to make the joy of movement accessible for both fun and for professional training in a supportive, non-competitive atmosphere. We offer close to 100 classes a week that run 7 days a week. Please respond to berestdance@gmail.com to set up an interview.

STARTING DATE: SEPTEMBER 19, 2022

STARTING SALARY: Any 5 days per week (week day hours are 3-8pm and weekend hrs are 11am-4pm)

\$450/5 days per week for potentially 36 weeks.

REQUIREMENTS

Excellent written and verbal communication skills.
Neat appearance.
Roll up your sleeves attitude.
Strong sense of humor.
Preferably lives within 30 minute commute, but not necessary.

RESPONSIBILITIES:

DAILY

open building
keep bathrooms stocked with TP, papertowels and soap
respond to daily emails and phone calls
empty garbages and place by curb 3X/week
light cleaning if necessary
be available to clients who need help in any way

WEEKLY

review billing issues
review attendance issues

*opportunities for subbing classes optional

SEASONLY

billing
report when we are getting low on supplies
set up for attire week
break down set up for attire week

order, stock and deliver attire
measuring students for costumes
ordering, labeling and stocking costumes
keep office stocked with paper, envelopes, scotch tape, staples, paperclips
email families about studio closings

Berest Dance Center
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For more information:
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