

Tuesday, May 18, 2010

Prenatal Yoga Center Seeks Office Assistant!

info@prenatalyogacenter.com

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Prenatal Yoga Center seeks office assistant! We are a small yoga studio located on the Upper West Side which serves prenatal/postnatal women, their partners, and their babies, and we are looking for part-time administrative help. We would like to find someone who can commit to doing regular hours but is also open to, or even in need of, some flexibility.

Hours (12-15 hours/ week): Wednesdays 10-5, Saturdays 8:30am-1:30pm, with the possibility of Mondays 12-3 starting in January. Pay rate: \$12/ hour.

Duties include the following:

*Handling day-to-day general administrative tasks including returning messages, email correspondence, and processing sales

*Managing correspondence to current clients and maintaining client records

*Data entry

*Facilitating communication between PYC and its instructors

*Supporting outreach efforts to local businesses and partners

*Maintaining studio signage

*Maintaining studio supplies and environment

*Helping customers in and out of the studio

Skills desired include the following:

*Must be completely reliable and dependable.

*Must be able to take direction as well as initiative – should be able to follow up on any tasks assigned by the Office Manager but at the same time be mindful of what could be done that hasn't been asked.

*Must have excellent customer service skills in person, on the phone, and online – must be very well-spoken.

*Must have poise and confidence in dealing with people – friendly and personable but assertive when necessary.

*Must be very, very comfortable in the presence of babies.

*Nice to have some knowledge and understanding of the yoga philosophy – not necessarily a regular practice, but rather a familiarity with yogic values.

If you are an appropriate candidate for this position, please forward a resume and cover letter to info@prenatalyogacenter.com by Friday, November 19.

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