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Studio Anya Seeks Receptionist Interns in Exchange for Classes

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We are a growing movement philosophy looking for reliable, organized, punctual and dedicated movement practitioners to serve as receptionist interns. Prior front desk experience at a Yoga/Pilates studio, Spa, or Salon preferred.

Reply to this opportunity with a short cover letter describing your experience and interest in learning the movement philosophy that is Anya (A.pplied N.eo Y.ogic A.wareness). See www.studioanya.com for details.

Selected applicants will receive unlimited group fitness classes in yoga, pilates, ballet, reggae and budokon. They will also have the opportunity to apply for the teacher training program that is ongoing in the Anya method.

Additionally - they receive discounts on Studio Anya services.

Job Responsibilities:

- To create and maintain an atmosphere of warmth, serenity, and professional integrity and guest satisfaction both in-house and over the phone at all times.
- Accurately ring up clients/sale packages: to book, change, confirm and/or cancel spa appointments for Studio Anya and Axiom Accupuncture.
- Assist management with daily operations of the studio and ability to organize work environment.
- Ability to give detailed descriptions of Anya and Axiom services, packages, services, and facility features and actively promote the business.
- Willingness to help keep the studio aesthetically kept providing all clients with a clear feeling of well being.
- Ability to address guest questions and handle concerns professionally and courteously.
- Able to commit to your shift/s and give minimum 72 hours advanced notice when you are unable to attend your shift with flexibility to make it up within that week.

Must be reliable and trustworthy, with good communication skills, well groomed, detail oriented, sophisticated phone manner, and polished when greeting clients.

Skills needed:

- Excellent verbal and written communication skills, is very important with attention to detail.
- Knowledge of Mind Body Online, iCal and Facebook.
- Marketing experience required with Social Media and with Blogging and writing skills.

Namaste,
Studio Anya

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