

Thursday, May 26, 2011

## Ballet School Office Manager Needed

info@brooklynballet.org

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Part-time Office Manager for busy ballet school in downtown Brooklyn. Responsible for maintaining administrative records, student registration, attendance, ordering supplies, and answering phone, email and in-person queries about programs and classes. Must be highly organized, detail-oriented and skilled with Excel and the rest of the Microsoft Office suite. Good phone manner and customer service skills are essential. Ideal candidate is an outgoing "people person" with a great memory for names and faces. Knowledge of QuickBooks a plus.

Position will be 20-30 hrs per week. Weekend availability preferred. Starting hourly wage is \$15 per hour. Manager can expect a meeting after first week to review performance and receive detailed feedback.

Interview process: reply with your resume and the reason(s) for your interest. We will then send you a detailed job description and available interview times / location. Once interviewed you'll receive a phone call about continuing in the process.

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