

Thursday, September 15, 2011

Front Desk Assistant Needed at the Feldenkrais Institute

134 W 26th 2nd Fl New York, NY 10001 belinda@feldenkraisinstitute.com feldenkraisinstitute.com

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The Feldenkrais Institute is looking for a part-time front desk assistant to answer phone calls, schedule appointments, and perform light office work. Potential candidates should ideally have had experienced the Feldenkrais Method, be able to articulate his/her experience with it, have some office experience, and have a friendly demeanor. He/she should enjoy interacting with people from all walks of life, and possess superior customer service skills. This position is ideal for someone who is looking to join a growing, fast-paced organization, but needs a flexible schedule in order to pursue a creative career. This position requires a commitment of 25-30 hours per week. We are also open to hiring 2 new employees with a smaller time commitment each. Hours are flexible and negotiable.

Perks would include free access to all Awareness Through Movement lessons offered at the Institute, and discounts to Institute workshops, events and products.

Interested parties should contact the Administrative Director, Belinda He (belinda@feldenkraisinstitute.com), with a letter of interest and resume, stating clearly your hours of availability, and if you are interested in working up to 30 hours per week, or only up to 15 hours. No phone calls please. We are looking to fill this position by September 23rd.

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