

Saturday, August 11, 2012

Receptionist at Successful Pilates Studio

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Upscale classical Pilates studio on the Upper Eastside is currently seeking a passionate, friendly, self-motivated, and reliable front desk/receptionist with an open/flexible availability.

25-30 hours per week.

Ability to multi-task is A MUST. Duties include: answering client calls and responding to e-mails, signing clients in for their appointments, being proactive to help instructors and keeping studio tidy. Knowledge of Microsoft Office, Adobe Illustrator & Mindbody Online with a passion for Pilates a plus!! This position is a unique opportunity to work in the wellness industry in an extremely fun environment. Perfect for dancers or students!

If you are interested, please send your resume with a few words of why you feel you would be a great candidate.

Thank you so much for your time!! We look forward to hearing from you soon!!

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