

Wednesday, January 28, 2015

Administrative Internship

Company: FLX
Location: New York, NY
Compensation: School Credit

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We are a ballet fitness start-up brand that is looking for an administrative assistant intern to assist the Executive Director and Marketing Assistant with daily tasks.

Responsibilities and tasks may vary with each day depending on what is needed that week. Applicant should be ready to accommodate and take initiative with small projects.

Our brand unites fashion, ballet and fitness in a unique opportunity for someone who is interested in learning the skills required to work a young, fast-paced and rapidly growing company.

Requirements

Full time student or recent college grad.

Dance\Ballet experience.

Fitness experience a plus.

Knowledge of Excel and Adobe is a plus.

Skills

Strong written and verbal communication/presentation skills

Must be a team player who is able to work responsibly, independently, as well as in a collaborative environment

Highly organized, pays close attention to detail, meets deadlines and multi tasks with ease

Enthusiastic and eager to learn.

This intern position can be for school credit.

Please send cover letter, resume and writing sample.

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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)