Monday, July 20, 2015

Front Desk Administrator

Company: The Feldenkrais Institute of New York
Location: New York, NY
Compensation: TBD

The Feldenkrais Institute of New York is looking to fill one front desk administrative position. The ideal candidate would have superior customer service skills, exceptional organizational abilities, strong work ethic, ability to balance multiple competing demands, and work well under pressure.
Qualifications
Bachelor's Degree or its equivalent
2-5 years' experience in administration
Strong communication, writing, and organizational skills
Fluency in Mac platform
Knowledge of the MindBody software is a plus
Experience in the Feldenkrais Method is a plus
Schedule would require afternoon and evening availability, and could include some mornings and/or weekend hours. The position requires a commitment of 15-20 hours a week. Compensation is to be determined. Benefits include unlimited classes, discounts on workshops, events, and products.
Submit letter of interest, resume, three professional references, and salary requirements to laura@feldenkraisinstitute.com. No phone calls please. We are looking to fill this position immediately.

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For more information:
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