

Thursday, July 21, 2016

SALES ASSISTANT/FITTER at FREED OF LONDON, USA

Company: Freed of London, USA

Location: Long Island City, NY

Compensation: Competitive with benefits: paid holidays/sick days and medical/dental coverage with 401K options

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World renowned Freed of London's USA Office Headquarters and Showroom Boutique seeks a Sales Assistant/Pointe Shoe Fitter at our Long Island City / Queens location (just minutes from midtown Manhattan - subways 7, G, E, M, N, Q).

Candidate will be part of a three person team that works with dancers from across the country including School of American Ballet, Miami City Ballet, Boston Ballet and many more. Position duties include taking and processing phone orders/returns, assisting with showroom management including fittings, customer service and stocking; assisting with social media/promotional duties and other administrative tasks. Position includes potential travel throughout the US, especially in late June/July annually.

Position requirements:

- must be highly organized with excellent attention to detail and ability to adhere and follow interoffice procedures
- must be punctual with excellent attendance and able to maintain a set schedule
- must be proactive, professional and able to prioritize and problem solve on one's own
- possess exceptional customer service and communication skills both verbally and in writing
- must have at least 2 years experience in an office setting with sales/customer service and a high level of understanding of classical ballet and pointe technique. College graduate preferred.
- able to work both independently and within a team in a fast paced office
- possess a passion for working with dancers and providing exemplary customer service

Hours: FULL TIME position. Monday - Thursday 9-5pm, Fridays 9-3pm and second Saturday of every month 10am-4pm plus availability (with notice) for travel, particularly during the month of July, annually.

EOE; Hourly pay plus benefits: paid holidays/sick days and medical/dental coverage with 401K options

Send resume, cover letter (email body) and *three* references to freedoflondonusa@gmail.com. Resume's will be accepted until the position is filled. Response to submissions will be only be provided if an applicant interview is desired. No calls please.

Freed of London, USA
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For more information:
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