

Friday, August 5, 2016

OFFICE SALES ASSISTANT/FITTER for 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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Freed of London USA seeks an Office Sales Assistant and Pointe Shoe Fitter at our Long Island City / Queens USA office headquarters and showroom located just minutes from midtown Manhattan via the 7, G, E, M, N, and Q subways.

The Sales Assistant is 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 taking and processing phone orders/returns, assisting with showroom business including fittings, customer service and stocking; assisting with social media/promotion and other administrative tasks. Position includes occasional travel to prominent schools across the country, especially in late June/July annually.

Position requirements:

- must have at least 2 years experience in an office setting in sales/customer service and a high level of understanding of classical ballet and pointe technique specifically. College graduate preferred.
- 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 and able to prioritize and problem solve on one's own
- possess exceptional customer service and communication skills both verbally and in writing
- 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. Monday - Thursday 9-5pm, Fridays 9-3pm and second Saturday of every month 10am-4pm plus availability (with notice) for occasional 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. Response to submissions will be only be provided if an applicant interview is desired.

Freed of London USA
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For more information:
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