

Friday, April 7, 2017

## Core Pilates NYC Front Desk Associate Position

Company: Core Pilates NYC  
Location: New York, NY  
Compensation: TBD

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Core Pilates NYC is seeking a part-time Front Desk Associate to join their Team Leader crew. Position to be filled ASAP.

We are searching for someone to fill the Tuesday and Thursday day shifts from 9am-2pm as well as flexibility to help with events and subbing as needed. This person should be self-motivated and has a genuine interest in Pilates. Experience with MindBody, Microsoft Programs, Google Drive, and Basecamp are highly valued. Any additional skills with social media and marketing are beneficial.

### Duties and Responsibilities:

- Represent the organization and its values in a positive way.
- Provide support to Instructors and work as a team with all other staff.
- Provide top level concierge and reception services to clients.
- Drive revenue and deliver attendance goals by suggestive selling and client engagement
- Responsible for regular targeted client outreach via phone and/or email
- Uphold company brand standards in terms of studio look and feel, client service and company culture
- Perform essential daily studio tasks and projects including: studio maintenance, scheduling, retail inventory and sales, oversee current workstudy, and serve as a point person to answer all and any questions about the Core Pilates NYC studio services and experience.

TO APPLY please provide your resume and CV by EMAIL ONLY sent to: [alexis@corepilatesnyc.com](mailto:alexis@corepilatesnyc.com).

Core Pilates NYC  
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212-260-5464  
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For more information:  
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