

Tuesday, May 23, 2017

## Seeking Administrator for Busy Healing Arts Practice

Company: Nuurvana Clairvoyant Healing Center  
Compensation: \$17/hour with much room for growth

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We are looking for a new administrative assistant to join our fast-growing team! This opportunity will offer you a greater understanding of what it takes to run a successful healing arts practice in NYC! Highly organized, Metal Element types wanted! If interested, please submit CV and cover letter to [deggilove@gmail.com](mailto:deggilove@gmail.com).

Administrative Assistant Responsibilities include but are not limited to:

- Answering emails
- Scheduling
- Managing multiple calendars
- Client correspondences
- Checking clients out
- Updating the website weekly
- Data entry
- Filing and documenting receipts
- Calculating expense totals
- Organizing tax documents
- Paying bills
- Managing electronic forms and health files
- Managing events
- Managing social media

Admin Gurus Be Like:

- You're a great communicator! You express your needs, you're a great listener, you repeat back what's asked of you, and you keep all involved parties in the loop.
- You're detail-oriented. Nothing gets past you!
- Your grammar and writing skills are on point. No exceptions. A lot of your job is virtual.
- You're friendly and respectful no matter what. Stress ain't got nothing on you! Your environment does not determine your attitude. You do. And everybody loves you for this innate gift of yours!
- You're a BOSS. Seriously, you're managing employees, service providers, clients and others. And you do it like a fun, efficient BOSS. Everyone feels taken care of and at peace in your presence. You've likely been called a great host in the past.
- You're an expert problem-solver. So much so that you're often the only one that ever knew there was ever a problem.
- You're able to work both independently and collaboratively.
- You're a motivated self-starter who takes initiative.
- You are able to prioritize.
- You are grateful for your life and it shows!

-You have a well-organized mind. There is no clutter in your home, work space or mind. You make time and space for all that needs to get done so it all gets done.

-You are passionate and motivated by love and light! You radiate a loving charisma that heals everything in its path. You are part of the healing team even as an administrator!

This is a virtual position that may require you in-person twice each month. Ideally 30-40 hours/week. (This can be divided into two part-time 20-hour positions, if necessary.)

Ideally about 6 hours/day, M-F. \$17/hour starting with much room for growth.

If you believe this is a good fit, please reach out! We would love to meet you!

Nuurvana Clairvoyant Healing Center

For more information:  
Deganit  
[deggilove@gmail.com](mailto:deggilove@gmail.com)

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