

Thursday, April 5, 2018

## Client Coordinator

Company: New York Dermatology Group  
Location: New York, NY

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### Responsibilities:

As Client Coordinator you will represent NYDG in guiding clientele through a luxury wellness experience. You will serve as a liaison within NYDG's multi-level space--coordinating scheduling and information flow between the floors. This role requires optimal customer service as you will be responsible for welcoming and guiding VIP and celebrity clientele throughout their time with NYDG. Additionally, as Client Coordinator you will operate key wellness treatments such as our cryotherapy device. The Client Coordinator will also act as a further resource for front desk needs, mastering Nextech and MindBody platforms. Additional responsibilities may be added. This is a unique opportunity to join a state of the art health and wellbeing clinic, offering a wide variety of cutting edge holistic and medical treatments for both body and mind. Strong opportunities for further advancement.

### Skills required:

Strong customer communications  
Phone etiquette  
Multitasking  
Attention to detail  
Prior training in MindBody and Nextech, desirable but not required  
Comfort with Excel and word processing essential  
Four year degree or 1 year of related experience  
Luxury spa and hospitality experience highly desired

The ideal candidate should be discrete, elegant and ideally already interested in beauty and wellness training and methods.

Job Types: Full-time, Part-time

New York Dermatology Group  
119 5th ave  
New York, NY, 10003

For more information:  
Leslie  
[position@nydg.com](mailto:position@nydg.com)

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