

Thursday, April 5, 2018

## Front Desk Associate

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

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### Responsibilities:

Front Desk will represent NYDG and serve as a guide for clients through a luxury wellness experience. This role requires a genuine passion for luxury service as well as attention to detail and a strong desire to learn and master wellness knowledge. As Front Desk Associate you will be welcoming clients, coordinating their schedules, and assuring a warm experience for them throughout their time with NYDG. Both Nextech and MindBody platforms will be utilized in order to oversee client needs. Front Desk Associate will act as a resource for equipment codes, as well as for lab tests and product training. 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 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

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For more information:  
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