

Friday, April 27, 2018

Holistic Treatment Studio in Williamsburg Seeking Receptionists

Company: Treatment by Lanshin
Location: Brooklyn, NY
Compensation: \$15 per hour to start

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Garance Doré

Treatment by Lanshin (lanshin.com) is a holistic healing studio dedicated to innovating and elevating health and wellness care using the advanced principles of ancient medicine. We are located in Brooklyn, NY

Our core therapies are Acupuncture, Chinese Herbology, Holistic Skincare, Massage, and Ortho-Bionomy®. We have a special expertise in treating dermatological, skin disorders using natural medicine and holistic methodologies. Our tools and modalities also excel at treating a broad range of non-emergency conditions from pain to autoimmune disease.

As a mindful and skilled team of healers and practitioners, we want to create a meaningful and effective experience of medicine that restores health and aliveness in all dimensions of body, mind and heart.

ADMINISTRATIVE DUTIES INCLUDE:

Front desk reception: greeting clients, answering walk-in questions, answering the phone, offering tea/water.
Manage client scheduling: schedule appointments for the team of practitioners, coordinate schedule changes.
Payment processing: Close out and charge clients per our management system (MindBody Online)
Cleaning and setting up treatment rooms in between appointments.
Opening and closing the studio for the workday.
Restocking retail shelves
Other simple, miscellaneous administrative tasks as they arise.

THIS POSITION IS FOR YOU IF:

You are available 2-3 days a week, *including Saturday and Sunday*.
You have previous reception experience at a salon, spa or other client service business.
You are a people person -- you enjoy speaking and connecting with people. You tend to put others at ease.
You have an active interest in wellness and health, especially your own.
You are reliable. Punctuality and being on time is important to you.
Customer service is easy and natural for you.
You are detail oriented, love checklists (especially when you get to cross things off), and are organized.
Your friends and family describe you as: honest to a fault, sweet, sincere, trustworthy, hard working, compassionate, and 1,000% reliable.

Experience with the MindBody program for client and practice management is a plus.
Retail experience is also a plus but is not required.

PAY: \$15 + /hour to start depending on experience level.

For the right person who demonstrates a high level of performance and commitment, and is able to take on more office manager duties there is opportunity for higher pay per hour as determined by the Studio Director.

TO APPLY PLEASE FOLLOW THE INSTRUCTIONS BELOW TO BE CONSIDERED FOR THIS POSITION:

1. Email your resume in PDF form.
2. Include a statement about your experience, if any with the MindBody Online scheduling system. We prefer those who know this system, but will consider fast learners.
3. Please include 5 adjectives that best describe you.
4. Optional: If you're open to sharing your public profile on Instagram or any other social media you will receive extra consideration.

Treatment by Lanshin
Brooklyn, NY
lanshin.com

For more information:
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