

Tuesday, May 22, 2018

Administrative Assistant/Office Manager

Company: Dance Studio
Location: Queens, NY

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- Administrative/office experience necessary.
- Willing to assist the director with day to day business (including front desk, billing, costumes, managing students and classes, and studio care).
- Must have great customer service skills and enjoy working with children.
- Music or dance knowledge is helpful, but not required.
- Able to use Microsoft Office products.
- Follows private school calendar for holidays and closures.
- Operates from September to June, with summer hours.

Dance Studio
Queens, NY

For more information:
Studio Director
tdallstars@yahoo.com

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