

Wednesday, June 27, 2018

## Sales Assistant - Freed of London, USA

Company: Freed of London  
Location: Long Island City, NY  
Compensation: Hourly

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Freed of London

Become a part of Freed of London, USA's exciting US sales team at the Long Island City / Queens USA Office Headquarters and Boutique, located directly across the East River from midtown Manhattan, just minutes via the 7, G, E, M, N, and Q subways.

Position is available for a permanent/part time sales assistant for Tuesdays, Wednesdays and Fridays 10am-6pm (immediate hire). Job duties include phones, email orders, pointe shoe fittings, showroom assistance, clerical duties, light social media and email platforms, and promotional endeavors. Must have excellent interaction with customers, attention to detail, strong work ethic, and reliability.

### Requirements:

- professional office experience in customer service and sales preferred
- strong, personal knowledge of classical ballet and pointe technique
- must be highly organized, accurate, able to adhere and follow procedures and have excellent attention to detail
- must be punctual, reliable and able to maintain a set schedule of Tuesdays, Wednesdays and Fridays 10am-6pm.
- possess exemplary customer service and communication skills both verbally and in writing

Hours: Tuesdays, Wednesdays and Fridays 10am-6pm

EOE; college graduate preferred. Compensation: hourly

Send resume, cover letter (email body) and two references to [brenda@freeddirect.com](mailto:brenda@freeddirect.com). Response to submissions will only occur if an interview appointment is desired.

Freed of London  
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For more information:  
Brenda  
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[< back](#)

[previous listing](#) • [next listing](#)