

# OUR NEW YORK CITY DANCE

Friday, July 6, 2018

# Scheduling Coordinator at Luxury Fitness Studio

Company: Erika Bloom Pilates



### Scheduling Coordinator

Erika Bloom Pilates is a luxury international fitness and wellness brand with a flagship on New York's Upper East Side. We are currently looking for committed Front Desk Staff members to help our brand continue to grow.

#### Responsibilities Include:

Handling all phone and email correspondence.

Providing high-level in-person customer service.

Scheduling clients between all locations.

Maintaining knowledge of all services offered, retail products, and general studio information.

Handling studio upkeep and maintaining aesthetics.

General office assistance.

Managing confidential information.

### Abilities + Experience:

Extremely organized and detail focused.

Passion for health and wellness.

Excellent communication and problem solving skills.

Professional phone and email etiquette.

Ability to work at a rapid pace and prioritize multiple tasks.

Proficient in Microsoft Office Programs.

Able to interact with a wide range of personalities.

Hard-worker with ability to work a non-traditional schedule including at least one weekend day, early mornings (6:45am-1pm), and evenings (1-8pm)

\* Previous reception or client relations experience required. Experience with Mindbody software a plus.

Erika Bloom Pilates

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See Salomar

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