

Tuesday, April 16, 2019

Studio Coordinator

Company: The Bar Method
Location: Brooklyn, New York
Compensation: Hourly

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Job Description

The Bar Method Brooklyn is looking for Studio Coordinators to join our Cobble Hill and Williamsburg locations! We are a high-end, boutique, barre-fitness studio in Brooklyn in need of a front desk assistant to work early morning, evening and weekend shifts.

Studio Coordinators are the backbone of our studio. Essential job duties and responsibilities include:

- Create a welcoming customer experience by greeting and checking in all clients.
- Provide tours of the studio to new and prospective clients and assist them in being prepared for their first class.
- Learn reservation software in order to handle client accounts and process sales transactions.
- Sell class packages and retail merchandise to clients.
- Answer and manage incoming calls and emails.
- Maintain the appearance and cleanliness of the studio by keeping all client-facing areas clean, organized and well-stocked.
- Respond to all customer inquiries thoroughly and professionally.

We're looking for people who:

- Are comfortable selling packages and retail merchandise
- Have strong customer service skills
- Have strong communication skills
- Have the ability to multi-task and prioritize
- Are quick learners
- Are organized, friendly, outgoing, punctual and reliable

We're looking for people that are interested in working approximately 25-30h per week. Please submit a cover letter with your application for consideration.

Job Type: Part-time

Salary: \$16.00 to \$17.00 /hour

The Bar Method
Brooklyn, New York, 11201

For more information:
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[< back](#)

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