

Tuesday, October 1, 2019

## Gramercy Pilates NYC Seeks Studio Manager

Company: Gramercy Pilates NYC

Location: New York City, New York

Compensation: Commensurate with experience

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Gramercy

Gramercy Pilates NYC, the premier Pilates School in NYC is seeking a front desk manager.

To be considered for this position you must have at least one year of experience working at the front desk of a Pilates or Yoga studio using Mindbody software. You must also possess excellent communication skills and attention to detail.

Your duties will include:

- \*Greeting Clients and checking them into private sessions and classes using MBO software.
- \*Processing payments using MBO software.
- \*Answering and handling phone calls and emails.
- \*Social Media posting.
- \*Maintenance and light cleaning of the studio.
- \*Checking and ordering studio supplies.

Pay rate will be commensurate with experience. Please submit cover letter, resume and photo for consideration.

Thank you.

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