

Tuesday, November 12, 2019

## Client Coordinator

Company: Salthaus  
Location: New York, NY  
Compensation: Hourly

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Interested in joining an amazing team? Salthaus, a social wellness experience, is located on the UES of Manhattan. Salthaus provides salt therapy, a 100% natural treatment that strengthens your immunity, boosts athletic recovery, and reduces stress and anxiety. Our dry salty air transports you to a relaxing day at the beach.

[www.salthausny.com](http://www.salthausny.com)

### Responsibilities Include:

- Handling all phone and email correspondence
- Providing high-level in-person customer service
- Scheduling clients
- Maintaining knowledge of all services offered, retail products, and general studio information
- Handling studio upkeep and maintaining aesthetics
- General office assistance

### Abilities + Experience

- Self-starter with strong interpersonal communication skills
- Strong work-ethic, positive attitude and influential personality
- Extremely organized and detail focused
- Passion for health and wellness.
- Excellent communication and problem solving skills
- Professional and polite phone and email etiquette
- Ability to work at a rapid pace and prioritize multiple tasks
- Able to interact with a wide range of personalities
- Hard-worker with ability to work a non-traditional schedule

### Qualifications:

Experience with Mindbody or Quickbooks preferred.

College Graduate preferred.

Salthaus  
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[www.salthausny.com](http://www.salthausny.com)

For more information:  
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