

Sunday, May 23, 2021

Front Desk/Admin at Advanced Massage Therapy Studio

Company: Bodyworks DW

Location: New York, NY

Compensation: \$16/hr with compensation growing as responsibilities increase

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Bodyworks DW Advanced Massage Therapy, an elite medical massage therapy studio in the financial district, needs you! We are a continually growing wellness practice in need of someone to fill one of our front desk/administrative assistant positions.

We currently need shift coverage for the following shifts:

- Tuesday: 10am - 3pm (in office)
- Wednesdays: 5/6 - 8pm (work from home)
- Fridays: 10am - 12pm (work from home)
- Saturdays: 3pm - 8pm (in office)
- Sundays: 10am - 2/3pm (in office)

Skills needed:

- reception experience is required
- experience with Mindbody or other appointment booking software is a plus
- resourceful and able to quickly troubleshoot breakdowns
- friendly and able to interact with clients face to face
- detail oriented

Responsibilities:

- answer phones and emails- assist with scheduling and other general questions
- assist with other studio projects including social media posts, drafting newsletters, updating the website, etc.
- help owner schedule and plan meetings and events
- enforce policies such as our 24 hour cancellation policy
- keep studio organized
- make sure that all studio supplies are in stock and manage a re-stocking schedule
- troubleshoot breakdowns that may arise throughout the workday

This is a growing position and will evolve with the needs of the business. We are looking for someone excited to grow with the business and welcome new responsibilities in this position.

Pay is \$16/hr with compensation growing as responsibilities increase.

Please respond via email only, with a resume and cover letter. Callers to the business will not be considered for the position.

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For more information:
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