

Wednesday, August 25, 2021

Front Desk/Admin Position at Advanced Massage Therapy Studio

Company: Bodyworks DW

Location: New York, NY

Compensation: \$18/hour with compensation growing as responsibilities increase

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Bodyworks DW Advanced Massage Therapy is an elite medical massage therapy studio with 2 locations in NYC. We are a continually growing wellness practice in need of a weekend front desk/administrative assistant.

The available shifts are as follows:

Saturday: 3pm-9pm

Sunday: 10am-3pm

Please Note: Proof of Covid 19 vaccination is required for employment

Skills needed:

- reception or customer service 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
- self motivated

Overall, we are looking for a candidate who is confident, task oriented, friendly, responsible, and able to handle difficult client situations. As a busy NYC business we encounter a spectrum of clients and personalities. It is vital that all of our staff is able to handle difficult clients without getting flustered, intimidated, or being rude back.

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 \$18/hr with compensation growing as responsibilities increase.

Please submit your resume via email to manager@bodyworksdw.com to be considered!

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