

Tuesday, April 18, 2023

Studio Assistant

Company: Fit4Dance
Location: Brooklyn, NY
Compensation: \$15/hr

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Vonecia Carswell

Be a part of a great team that ensures that every client's experience is special. Fun, Family environment with a team culture. Must be able to work afternoon and evenings and some Saturday and Sunday's. Must be able to work in Brooklyn and we are also looking for someone who can work in Queens as we prepare to open a location there.

Job Purpose:

Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; serving customers, registering students for classes; and contributing to overall cleanliness.

Duties:

- *Must walk into the studio with a smile and energy that says you are happy to be there.
- * Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
- * Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items;
- * Maintains office schedule, ability to cash out and run reports.
- * Serves customers by answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status, studio current events and taking payments for classes etc. Customers always come first.
- * Updates job knowledge by participating in educational opportunities.
- * Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Skills/Qualifications:

Office Experience - General, Scheduling, Telephone Skills, Typing, Documentation Skills, Verbal Communication, Written Communication, Dependability, Attention to Detail, Administrative Writing Skills, Ability to Multi-task, Excellent People Skills.

Please submit resume and cover letter.

Fit4Dance
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For more information:
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