

Tuesday, August 12, 2025

Seeking Administrative Professional (Part-Time)

Company: MOVE. MAKE. BLOOM.

Location: Oakland Gardens, NY

Compensation: \$16.50-\$20/hr

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MOVE. MAKE. BLOOM. seeks a dependable, organized Administrative Professional for part-time support. This client-facing role involves managing bookings, check-ins, merchandise sales, and assisting with studio events. Experience with studio software (Mindbody, TeamUp, WellnessLiving, Zen Planner, etc.) is a plus but not required.

We're looking for proactive, professional candidates comfortable engaging with clients in a dynamic environment. A passion for dance, fitness, or the arts is highly valued.

Responsibilities:

- Greet clients and manage check-ins
- Handle bookings and attendance records
- Manage merchandise sales and inventory tracking
- Maintain accurate operational records
- Communicate professionally with clients and relay information to management
- Assist with studio setup, cleanup, events, and social media content creation (preferred)
- Support marketing efforts and uphold studio policies

Preferred Skills:

- Strong communication and organizational skills
- Ability to work independently and follow direction
- Experience with studio software is beneficial
- Social media and basic tech savvy preferred

Perks:

- Semi-flexible schedule
- Access to select studio discounts and complimentary services
- Opportunities to engage with community events and performances

Schedule is part-time and TBD. Please submit your résumé/CV and references to info@movemakebloom.com. Kindly mention any dance background if applicable.

MOVE. MAKE. BLOOM.
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For more information:
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