

Thursday, November 27, 2025

Front Desk Administrator

Company: Mind Your Body
Location: New York, NY
Compensation: \$20

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Mind Your Body offers Pilates and Gyrotonic training. Located on the UES in NYC, for thirty five years, with strong retention, community and a calm but fast paced environment. We are seeking one individual with strong office, administrative and customer service skills.

The job description is shared between Front Desk/client relations, Administrative work/account details, studio operations and keeping all aspects of the studio, clients and staff organized. The best candidate is able to multitask, be proactive, work independently and in a team setting as well. We are looking for someone who wants to take on a permanent parttime position. Please do not apply if you are looking for something to hold you over to the next job, though we can be flexible with some scheduling.

The best candidate is settled and knows that the hours and days listed work well with their current schedules and may be available and flexible to help cover others as well to demonstrate team effort. The FD team consists of six members, with two managers and it is best if everyone can assist with all tasks, scheduling and positions to be a strong and cohesive team.

We use Mind Body and Google Suite. The hours are Mon. - Thurs., 7:30am - 3:30pm

Location Lexington Ave., in the 90's. 4, 5, 6, Q, 86th or 96th cross town bus. Benefits: Community, IRA when eligible, year end bonus.

Please send a cover letter and resume.

Mind Your Body
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