

Sunday, January 4, 2026

Front Desk Administrator

Company: Mind Your Body
Location: New York, NY
Compensation: \$18.75

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Dana Auriemma

Looking for a parttime weekend job?? This opportunity is for you!! Mind Your Body is a Pilates & Gyrotonic studio seeking a Front Desk Administrator to add to our team. An immediate position is available for one person. The schedule needed is Fri., 7:30 - 2:30; Sat., & Sun., 8:45 - 1:45 (one time monthly 3:30) as we host a Melt Method class one time monthly most months. Coverage of shifts is available to pick up more work hours but we ask that your availability is solid for a few months before needing coverage so that we can properly develop and train you in the role.

The Administrative team is a well-established and organized system. The best candidate is meticulously organized, can multitask, take on administrative duties as well as be our friendly, helpful front desk assistant to face our clients each day. The job title explains that the position includes more than checking clients in and out. Studio operations and all administrative duties are shared within the team. Each person works independently and as a significant participant of our team. The studio vibe consists of fun and serious to continue its reputation as an Upper East Side community space, celebrating 31 years of great service.

Please send a cover letter and resume. Let me know what makes you the best candidate and what you can add to our team. We look forward to meeting you. Serious and permanent parttime interest only.

Mind Your Body
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[< back](#)

[previous listing](#) • [next listing](#)