Dance Designs Studio

Title: Office Assistant

Location: 12-38 River Road Fair Lawn, NJ 07410

Job Type: Part-Time

Compensation Type: Hourly

Start Date: ASAP

Job Description:

A fun and exciting opportunity is presently open at a Performing Arts Center in North New Jersey! We are a full-service center offering all kinds of dance classes (Hip-Hop, Tap, Ballet, Contemporary and more), voice lessons, music lessons and acting classes. Our center has tons of energy and personality. We are focused on turning professionals of all ages, heightening awareness of the arts and nurturing self-esteem and physical well-being.

We are seeking a Part Time Office Assistant to help with the day to day operations of the center. You will be working closely with our CEO on a daily basis. This role is essential in keeping the entire center on point at all times. We will train the right person on our operations.

Hours are Tuesday through Friday 2:30pm to 9:30pm; some Saturdays (8am to 2 pm) may be required.

Primary Responsibilities:

- Answering phones and emails
- Routing calls and taking accurate messages
- Managing company email account and voice mail
- Getting back to inquiries in a timely fashion
- Accepting and processing customer payments
- General customer service and support as related to the center
- Writing Press Releases
- Managing Social Networks (Facebook, Twitter, Instagram, etc.)
- Creating Email Newsletters
- Placing orders such as costume orders or office supplies
- Composing & Proofing important documents
- Other special projects as needed
Qualifications:

- Must be reliable and dependable
- Creative
- Professional Appearance
- Multi-tasker
- Detail oriented
- Self Starter
- Tech savvy
- Ability to work independently as well as part of a team
- Exceptional customer service, communication & interpersonal skills both written and verbal
- Strong organizational skills
- Able to handle basic mathematics with accuracy
- Knowledge of Social Media, Email Marketing. Wordpress knowledge is a plus.
- Proficiency in Windows and Microsoft Programs.

Application Instructions:

Please email your cover letter, resume and hourly rate requirements to contact@dancedesignsstudio.com.