

Busy dance studio with two locations (Auburn & Federal Way) is looking for a highly organized, self directed and cheerful person to join our team as a part time receptionist. The shifts are roughly 3:30-8pm and about 10-15 hours a week total. Knowledge of dance and theatre is preferred but not required. Must enjoy being around children and working in a bustling environment.

Job Summary

Attend to visitors and deal with inquiries on the phone, email and face to face. Supply information regarding the studios to the general public, clients and customers.

Primary Responsibilities

- answer telephone, take and relay messages
- provide information about our dance classes to callers
- greet persons entering Studio
- direct persons to correct destination
- deal with inquiries from the public and customers
- monitor visitor access and maintain security awareness
- provide general administrative and clerical support
- light janitorial duties
- receive and sort mail and deliveries
- schedule trial classes, register students and set up payments
- monitor and maintain office equipment
- control inventory relevant to reception area
- tidy and maintain the reception and bathroom area

Required Skills & Experience

- high school diploma
- knowledge of administrative and clerical procedures
- knowledge of computers and relevant software application
- knowledge of various web-based programs like gmail, google drive, mailchimp and etc.
- keyboard skills
- Website management and/or design services a plus but not required.
- verbal and written communication skills
- professional personal presentation

- customer service oriented
- information management
- organizing and planning
- attention to detail
- initiative
- reliability
- stress tolerance

Physical Requirements

- Access to a reliable source of transportation
- Requires standing for long periods of time
- Able to make visual and auditory evaluation of student work and performance
- Physically able to use a computer with basic proficiency
- Lift a minimum of 40 pounds
- Work indoors or outdoors
- Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children

Job Type: Part Time

Pay: minimum wage

Benefits:

- 4 weeks off (2x in December; 1x at the end of February; 1x in April)
- 4 federal holidays: Thanksgiving Day, Christmas, New Year's, President's
- No health, insurance or relocation benefit plans available for this position as of 8/3/20
- Full and Partial Tuition waiver for program participation for self or children
- Purchase dance attire & shoes at cost
- Reduced summer months hours