

# Now Hiring

11/23/18

JOB TITLE: Receptionist & Administrative Assistant

JOB LOCATION: Oak Park, IL

EMPLOYMENT TYPE: Part-time for training period now through April. Full-time (30-40 hours a week) begins May 2019.

COMPENSATION: Starting pay is \$14 an hour. Position begins paid training immediately.

## BENEFITS

Medical, dental, vision insurance, 401K, paid sick leave, paid snow days, holiday bonus, and payment for attendance at any assigned meetings, competitions, recitals, and events.

## EMPLOYMENT SUMMARY:

Dance studio in Oak Park is looking for a full-time front receptionist / administrative assistant to join the team. Applicants must be confident with Google Drive tools (docs, sheets, etc), and enjoy interacting with parents and children.

**This position includes primarily afternoon/evening (M-TH) and weekend hours.** Hired employee will work 5 days a week and may be scheduled on a varying combination of week and weekend days.

A sample schedule might be:

Sunday	9:30 a.m. - 5:00 p.m.
Monday	off with the exception of special events
Tuesday	3:00-9:00 p.m.
Wednesday	3:00-9:00 p.m.
Thursday	3:00-9:00 p.m.
Friday	off with the exception of special events
Saturday	9:30 a.m. - 5:00 p.m.

## QUALIFICATIONS:

- Applicant must submit to and pass a background check for working with children.
- High school diploma or equivalent preferred; some college a plus
- Prior receptionist, administrative, customer service, and/or sales experience - preferred but not required

## RESPONSIBILITIES:

- Warmly greet current and prospective students and parents
- Handle all student/parent inquiries, providing information and education as necessary
- Handle all student/parent requests and transactions (ex: class registration, class check-ins, sales transactions)
- Answer the phone professionally
- Maintain cleanliness of desk and lobby area
- Handle administrative projects directed by management
- Ensure completion of paperwork

## JOB REQUIREMENTS:

- Excellent computer skills, including proficiency in Apple programs such as Pages and Numbers, e-mail programs (Gmail), and the ability to learn new software
- Flexibility in scheduling
- Comfortable with office machinery (printer, fax, computer, etc.)
- Self-motivated with the ability to multitask
- Works well under pressure
- Good phone etiquette and professional appearance
- Excellent people skills, with a focus on customer service
- Maintains composure regardless of the situation
- Experience working with children
- Ability to control groups of 15-30 children
- Punctuality and preparedness
- Being responsible, reliable, and friendly
- Knowledge of studio memberships and ability to navigate studio software (currently DanceWorks) to register students, record payments, change class enrollment, enter account information, and so on
- Knowledge of studio policies
- Knowledge of tuition structure and all fees (registration, costume, discount), as well as due dates.



TO APPLY, PLEASE EMAIL THE FOLLOWING TO [INFO@TRANSCENDANCESTUDIOS.COM](mailto:INFO@TRANSCENDANCESTUDIOS.COM):

Name

Address

Phone

Email address

Cover letter

Resume

Current employment and recent employment history

Potential conflicts

3 references

Thank you!

