

Want to join the Kunga Team at the WYC?

Wilmington Yoga Center (WYC) is looking for an inspired, responsible, friendly, hard-working professional with management and/or business experience, who wishes to work with a growing company in a rewarding, mindful environment.

How to Apply: We are currently accepting applications for paid front desk staff with interviews & hiring beginning now. After reviewing the qualifications below, if you feel as though you will be a good fit for our team please submit our online form to apply at <http://www.wilmingtonyogacenter.com/careers/>

Description

The Wilmington Yoga Center (WYC) paid front desk staff position will assist the General Manager in customer experience & service, handles the administrative back-end of the studio's operations, facilitates the management of the physical space, and acts as an assistant to the studio owners.

Payment

Base pay + Commission - Range from \$8 - \$10/hr based on sales ability

We are looking for someone who:

- Is happy, positive and outgoing extrovert with a can-do attitude
- Has a great team player attitude
- Works quickly and accurately and picks things up fast
- Is loyal, discrete and able to handle financial and legal documents competently
- Has the ability to prioritize and has effective time-management skills
- Is self-motivated and able work on their own initiative problem solve and multi-task
- Is equally as happy with the junior elements of the role such as stamping the post and keeping the office organized and tidy, data entry and forwarding company emails

Scheduling

Position requires 30 - 35 hours per week. Shifts to be determined based on need.

Commitment

Because of the amount of training this position requires, we ask for a minimum commitment of 1 year, preferably longer or indefinite.

Position Breakdown

Commitment

30 - 35hrs per week
1 year Commitment
Requirements include business background strong leadership experience.

Responsibilities:

- Daily Operations
- Customer Service
- Retail Ordering, Inventory, Research
- Project Management & Special Events
- Problem Solving

Position Requires:

- Proficiency w/ Microsoft Word, Excel & Web browsers
- Strong Marketing Skills (copy writing, graphic design eye, campaign management)
- Strong Organizational & Prioritizing Skills
- Excellent Verbal & Writing Skills
- MindBody Online (Omsoft) & Constant Contact knowledge is helpful