



Job Vacancy Receptionist/Administrator

The Dance Studio Leeds currently requires an individual to work on a part-time basis as a Receptionist / Administrator, for a fixed term maternity cover for 8 months commencing in April 2019 until December 2019 (there may be an opportunity for this fixed term to be extended dependent on business needs)

Job Purpose:

To perform a wide range of administrative, reception and administrative support activities for the dance studio and/or managers to facilitate the efficient operation of the company

Key facts and figures of the role:

The rate of pay for the role is £7.70 per hour

You will be required to work a minimum of 4hrs per week, primarily the hours will be between 8.30am-5pm on a Friday, and between 8.30am-8pm on Saturdays or 8.30am-6.30pm on Sundays. Your hours of work may vary and you will be required to work additional hours during the week including evenings on an adhoc basis in accordance with business needs.

Main Duties:

- To greet customers upon arrival in a courteous and timely manner whilst supporting with any queries
- To offer refreshments for all clients upon arrival
- To ensure support provided for clients for studio hire bookings ensuring equipment is set up and broken down as required
- To answer all calls within 3 rings in a professional manner with the standard answer message
- To record and communicate all messages from clients to the relevant personnel
- To ensure the reception, studio and communal areas are clean and tidy at all times
- To set up equipment and turn off equipment as and when required
- Respond to emails in a polite manner and record any notes onto the relevant databases.

- To provide administrative support for invoicing, filing, online marketing, research tasks, creating and amending documents, ensuring timetables are kept up to date, website updates, creating blogs, and newsletters.
- Co-ordinate studio hire bookings and other bookings and ensuring they are dealt with effectively and efficiently
- To build and maintain excellent client relationships and explore new avenues for further development
- Assist with sales at the studio shop ensuring excellent customer service is provided at all times
- To manage class payments, balance and cash up tills and record transactions accurately and effectively
- Open and distribute post accordingly
- Responsible for opening and locking up the building ensuring the building is safe, secure and accessible during operational hours
- To carry out any other tasks as management may reasonably request from time to time.

What is needed to be successful in this role:

- GCSE Math's and English or equivalent (Grade C or above) or equivalent
- Excellent organisational skills and ability to deal with enquiries efficiently and under time pressure.
- Personable and friendly.
- Excellent customer service skills and work ethic.
- Strong communication skills including professional telephone manner.
- Presentable and professional at all times.
- Strong written, verbal, and computer skills (for programmes such as word, excel and powerpoint).
- Excellent attention to detail.
- Reliable, punctual, and ability to be flexible.
- An interest in dance and the arts is preferred.
- Previous reception or administration experience preferred.

If you are interested in this exciting opportunity and feel you have the skills required for the role please submit your application to katie@thedancestudioleeds.com

The closing date for applications is: 5pm on 22nd March 2019 and interviews will commence on 25th March 2019.

We are an Equal Opportunities employer.