

JOB POSTING: Seeking Administrative Assistant / Office Manager - Effective until filled.

Reflections School of Dance is currently looking to hire an administrative assistant to aid with various duties in the office. Depending on the experience level this could be initially or in the future considered an Office Manager Position as more responsibilities are taken on and compensated for. Reflections School of Dance has been in business for 25 years since 1997, and expanded to its current commercial studio location in September 2014.

Weekly hours are somewhat flexible, and will total approximately 25-40 hours per week (partially dependent on how qualified the candidate is for the different areas of work and if they want to job share or the entire job).

Responsibilities will include maintaining of students' record and accounts as a registrar through our new Studio Management System (Jackrabbit), financial bookkeeping through QuickBooks, some general clerical work such as data entry, sorting and filing, social media maintenance, website maintenance, photo editing, graphic design of printed and promotional materials, and other miscellaneous tasks. Must possess excellent skills in customer service assisting clients on the phone and by email and regular newsletters etc.

Our strong preference would be for this to be filled by one person full-time. Consideration could be given to divide the job between 2-3 people (1 being a registrar with our SMS OR 1 possibly just Content Editor with Media / Writing / Graphic Design etc.).

Requirements:

- 1-2+ years' experience as an administrative office assistant and/or customer service.
- Experience with and proficient working knowledge of MS Office, specifically Word, Outlook, Publisher with 60+ typing speed and ideally some accounting / math background.
- Individual must be teachable and quickly pick up training in other areas. Efficient in the office and good with multitasking.
- Strong work ethic and proven work experience.

Strongly preferred attributes:

- 2-5+ years' experience with Adobe Photoshop, Canva, QuickBooks, a Studio Management System, and graphic design.
- 1-2+ years' experience with Jackrabbit Studio Management System and/or with QuickBooks

OTHER REQUIREMENTS AND QUALIFICATIONS

- Values and displays Personal Integrity, Great Work Ethic, and Discipline
- Fast learner, Good Memory, Detail-oriented
- Self-motivated--can stay focused on tasks given
- Exceptional organizational skills
- Friendly customer service etiquette
- Excellent interpersonal and communication skills
- Minimum of: 2 years office experience
- Minimum of: 1 year of sales experience
- Leadership experience (on the job or personal)
- Ability to handle fast pace and to multi-task effectively with little mistakes

The mission of Reflections School of Dance is to serve the community with unparalleled quality in creativity and dance technique that expresses truth and influences our culture. We are seeking to hire staff who will strive to further these goals in excellence. To learn more about our dance school and about our values, please visit the following webpage:

<https://reflectionsschoolofdance.com/about-us-1>

Compensation will be \$15-\$25 hourly, depending on experience (DOE) and have qualifications to be an employee.

Traditionally, this job has always been done and plans to continue from the Reflections home office (preferred). However, depending on the candidate's situation, considerations could be given in the future for a partial remote home office or working at the Reflections Studio during & not during class time (which may in require a dual role as a receptionist).

TO APPLY

1. Send resume and cover letter describing your relevant experience and qualifications
2. List and explain your 5 best strengths, and 2 things you could improve on
3. What does it mean to have integrity and give an example of when you have had to use it.
4. Explain how you feel you have been detail oriented or have had to work in busy setting with accuracy.
5. Include a statement describing how you think that Reflections School of Dance and its values would be a good fit for you.
6. List 2 work references ** Be able to pass background check and drug test **

Please email all questions and/or applications to dance@reflectionsschoolofdance.com

Thank you, Len & Debbie Wiens – Directors, Reflections School of Dance Inc.

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