

Office Lead Full Time Position
Prospective hours: 9-3pm M-F
Compensation: DOE

All That Dance has been a locally owned and operated dance school for 22 years. We take pride in our connection to students, families and our community. Our business is home to over 1,700 dancers. For more information about us, visit: <http://www.all-that-dance.com>.

Responsibilities:

Our Office Lead will play a critical role in the development, implementation and maintenance of various initiatives related to the customer and employee experience.

- Provide warm, thoughtful, solution-oriented customer service
- Support classroom teachers
- Perform administrative duties: answer phones, respond to emails, update class schedules, generate timesheets and run reports
- Staff our coffee bar - barista skills not required; will train
- Oversee the studio space, maintenance tasks and schedule studio use
- Report directly to the Office Manager

Qualifications:

- College Degree and related work experience
- Thrives in a varied, high-paced work environment
- Comfortable prioritizing and multitasking
- Strong verbal and written communication skills
- Proficient using business integrated systems: Google Suites, Microsoft Excel and Word
- Works effectively as team leader and a team player
- Strong interpersonal skills - ability to interact well with a variety of individuals
- Exhibits flexibility and takes initiative in developing and adopting new processes

As a full-time employee, ATD offers a comprehensive employee benefits program, including:

- PTO
- Simple IRA Plan
- Regence BlueShield Insurance

Please send your one-page resume to: employment@all-that-dance.com.