

## **Office Assistant - Job Description**

The Dance Connection Bend is looking for a part-time office assistant.

This role includes (but is not limited to) receptionist duties: answering phones, emails and greeting dancers and families at front desk, merchandise fitting and sales, cleaning/sanitizing common areas of the dance studio, pulling reports on the computer in regards to attendance and other records as needed.

We are looking for a highly motivated, self starter who is friendly, positive, patient and personable. Knowledge or experience in dance is preferred, but not required.

This is a part-time position, hours will be as follows (*subject to change*):

- Mondays 3pm - 7pm
- Tuesdays 3pm - 7pm
- Wednesdays 3pm - 8pm
- Thursdays 3pm - 7pm
- Fridays 3pm - 6pm

Total amount of hours will be 20 per week.

Additional hours will be needed during busy seasons and recital weekends.

Hourly Wage: \$15/hour

If you're interested in applying, please send your resume to [info@tdcdancebend.com](mailto:info@tdcdancebend.com)