



Part Time Office Coordinator

Ballet On Wheels Dance School, Memphis, TN 38104

Ballet On Wheels Dance School is a nonprofit organization whose mission is to develop art education and enhance the appreciation of classical ballet and other dance genres for youth of diverse backgrounds through structured classes, use of creative expression, discipline and performance exposure opportunities.

JOB SUMMARY

This position is responsible for coordinating the administrative duties for Ballet On Wheels Dance School. This includes customer service, office administration, on line account database management, and other related dance projects.

MAJOR RESPONSIBILITIES

- Registers new students for classes, master classes and summer programs.
- Processes tuition payments; Makes phone calls to parents regarding accounts and vendors as needed
- Coordinates the maintenance and repair of facility, including working with property managers, and scheduling outside vendors and contractors.
- Answers phones and returns voice messages; Updates outgoing messages.
- Researches and purchases of office supplies.
- Student account maintenance and updates; E - mails invoices to families; Processes all accounts receivables/payables.

Qualifications

- A minimum of at least 2 years clerical experience and experience working with on site customers. Non profit experience preferred.
- Computer proficiency in Microsoft Office applications.
- Ability to multitask, plan and prioritize workflow, and meet deadlines.
- Excellent written and oral communication skills.
- Ability to perform in a small, team environment, while working independently.
- Must possess integrity and great customer focus.

Please email resume contact@balletonwheels.org