



An Exciting Career as a Studio Administrator at ...

Royalty Dance Academy!!!

This is what you'll do...

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks that would like to become part of our Royalty family. Duties of the Administrative Assistant include providing support to our teachers, families and students, assisting in daily office needs and managing our studio's general administrative activities!

Responsibilities...

- Answer and direct phone calls
- Assist class enrollment
- Write and distribute email, correspondence memos, letters, and forms
- Develop and maintain a filing system
- Provide general support to visitors
- Act as the point of contact for families and teachers

Key Characteristics:

- **ENJOYS WORKING WITH KIDS**
- **WELCOMING SMILE**
- **ENJOYS INTERACTING WITH PEOPLE**

Hours needed:

Monday 3:30-8:30pm

Tuesday 3:30-8:30pm

Wednesday 3:30-8:30pm

Thursday 3:30-8:30pm

Bonus: E-mail your resume to Careers@RoyaltyDanceAcademy.com

