



Elevation Yoga Studio Assistant.

Role Summary

Studio Assistant position is primarily responsible for assisting the Studio Manager with administrative and studio maintenance duties.

Essential Job Duties

Studio Maintenance & Operation

Ensure the physical lobby environment is in clean, customer friendly appearance and order, which includes clean, clutter free surroundings and a tidy work area. Order supplies for the studio, maintain current marketing collateral: re-stock flyers, remove old and outdated materials, promote the studio through ongoing social media avenues, as well as working to keep the website updated. Maintain open and clear communication with the Studio Manager. Be mindful of activities and operations of the business, seek ways to help where needed in scheduling and keeping things stocked and organized, be aware of ways to minimize harm to clients, employees, and company assets.

Customer Service

Provide courteous and efficient service in your ability to determine what a customer wants or needs politely and quickly. Willing to go above & beyond, be willing to go outside of your scope of duties to help with clients' needs as well as the teaching associates using the facility as well.