



NOW HIRING

Join Dolphin Swimming Today!

Position Available: Administrative Staff

Company Name: Dolphin Swimming

Company Website: www.dolphinswimming.com

Work Locations: Queens, Brooklyn or Long Island, NY

Company Description: Dolphin Swimming is a Learn-to-Swim program in the NYC area with thousands of children completing the program each season. We have classes held throughout the city in Flushing, Brooklyn and Long Island.

Contact: Hiring Management

Contact Email: employment@dolphinswimming.com

Job Description: We are currently seeking administrative staff. The ideal candidate would be able to provide customer service in the NYC community, as well as be able to do office and computer works. He/she would have attention to detail and good organization skills. There is opportunity to promote to be in management position in the future.

Qualifications:

- Bachelor's Degree or High School/College Student.
- Be able to work on Saturdays and Sundays.
- Good verbal communication skills.
- Team player, to be able to work with others.
- Fluent in Cantonese or Mandarin is a plus.

Responsibilities:

- On-site work duties include customer service, facility set up and closeup, oversee and assist student's activities, maintain a safe, clean and well-organized environment.
- Work together and coordinate with other staff.
- Perform administrative duties during office hours, including documentations, phone calls and computer works.

Salary (if applicable): Good salary and benefit package. Discuss during interview.

Full time/Part time: Full time and Part time positions available

How to apply: Please send cover letter and resume to employment@dolphinswimming.com