



Bella
DANCE ACADEMY
DANCE CLASSES FOR ALL AGES

JOIN OUR TEAM

Customer Service and Office Administration Team

Do you love working with kids?

Do you want to make a difference?

Bella Dance Academy is seeking new additions to its Client Service and Office Administration/Management Teams. If you are well-organized, detail-oriented and love working independently in a dynamic environment, this may be the role for you!

Bella Dance Academy is a fast-paced performing arts school that has been serving the Yellowknife community for over 15 years. We are dedicated to enriching lives through the arts, aim to exceed our client's expectations and strive for excellence with each guest interaction. Our positive and engaged team members are committed to serving the families at our studio, as well as maintaining a loving culture amongst our staff.

This position includes account management, communication with studio families, students and other team members, light bookkeeping, recommending class placements for students, facilitating registration, collecting payments and ensuring high quality, consistent customer experience. Being accurate, concise and organized, while keeping the office running seamlessly is of utmost importance.

All candidates must have the ability to work in Google Drive and Microsoft Office Applications. Experience in data base management, basic accounting, typing skills, phone etiquette as well as time management, organization and event planning/management are essential. Experience in the studio world, photo editing, and social media are a bonus, but are not required.

We hire candidates who are self-motivated, positive, and who love coming to work each day because they are passionate about what they do! The ideal candidate will also offer a fresh perspective and flexible schedule, along with a desire for long-term employment.

To apply, please email your introduction letter and resume to **info@belladance.ca**. Please attach a short video clip (*under 2 minutes*) of you; introducing yourself and sharing why you are inspired to be part of the Bella Dance Academy team and what excites you most about our mission!



(867) 87-DANCE

www.belladance.ca