

Front Desk Administrator, you are the face of PDC; the first person our clients see when they enter and the last person they see before they leave. It's imperative that our customers are greeted with a genuine, welcoming smile/energy. This position requires a person with a pleasant personality and a dynamic professional attitude. Responsibilities include, but may not be limited to: greeting guests, answering the phone, accepting and logging payments, and light studio cleaning. The ideal candidate must have general computer knowledge. They must also feel confident to answer questions and address concerns. Strong communication and people skills are required, along with exceptional organizational and multitasking abilities. General Dance/Performing Arts knowledge preferred, but not required. Email or call Jessica at thepennsylvaniadanceco@gmail.com or (330)-307-8381, if interested in applying for the position.