

Position Available: Administrative Staff**Company Name:** Dolphin Swimming**Company Website:** www.dolphinsswimming.com**Company Address:** Locations in Flushing and Brooklyn, NY**Company Description:** Dolphin Swimming is a Learn-to-Swim program in the NYC area with thousands of children completing the program each season. Currently we have classes held throughout the city in Flushing, Brooklyn and Long Island.**Contact Person:** Carmen Li**Contact Email:** employment@dolphinsswimming.com**Job Description:** We are currently seeking administrative staff. The ideal candidate would love working with kids, as well as be able to provide customer service in the NYC Chinese community. 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.
- Fluent in Cantonese or Mandarin.
- Be able to work on Saturdays and Sundays.
- Good verbal communication skills – experience in customer service.
- Team player, to be able to work with others.
- Working experience preferred.

Responsibilities:

- Set up and close up at the facility before and after classes are held.
- Oversee and assist student's activities.
- Provide customer service to parents.
- Work together and coordinate with teaching staff.
- Ensure safety rules in and around the facility, maintain a safe, clean and well organized environment.
- Perform administrative duties during office hours, including documentations, phone calls and computer works.

Salary (if applicable): Good salary and benefit package. Discuss during interview.**Application Deadline:** Until position filled**Full time/Part time:** Full time and Part time positions available**How to apply:** Please send cover letter and resume to employment@dolphinsswimming.com