

Lucci Music, Inc.

Job Title: Administrative Manager

Job Description:

Lucci Music is an expanding local business in Colorado Springs looking for an excited detail-oriented administrative manager. You will make the first impression on our valued student base whether in person, over the phone, or by e-mail correspondence. Lucci Music is a high energy and rewarding place to work, with opportunity for growth within the company.

Responsibilities:

This position's most important function is to be pro-active when signing up new clientele and follow up on leads. The additional most important function is to maintain on-line calendars for student/instructor time slots. Scheduling and signing up new students with meticulous organizational skills are necessary.

- Elaborately illustrate teaching styles and give quick tours of the studios.
- Create and work with existing Excel spreadsheets and update records.
- Accurately manage financial aspects of monthly billing, including expense report processing, client invoicing, and tracking receivables.

*Hours of operation are 12:00pm to 8:00pm M-F, and Saturdays 9:00am to 3:00pm
Must be able to work within operating hours and answer phones and emails from home*

Qualifications:

1. High school diploma; associates degree preferred
2. Administrative and customer service experience
3. Bi-lingual (a plus)
4. Able to adapt and work with web software and Excel spreadsheets
5. Excellent communication skills and articulate grammar
6. Able to grasp concepts quickly and work effectively with minimal supervision
7. Able to make a good rapport with students, parents, and clientele
8. Able to handle tough situations that require a calm collective attitude
9. Able to maintain confidentiality

Type of Job: <i>Office</i> Status: <i>Permanent</i> Location: <i>Colorado Springs</i> Classification: <i>3/4 to Full Time</i> Salary: <i>9+ per hour (starting)</i>	Contact Information: <i>Matthew Lucci - Employment</i> Phone: <i>719-266-0275</i> Address: <i>7830 N Academy Blvd</i> <i>Colorado Springs, CO 80920</i>
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