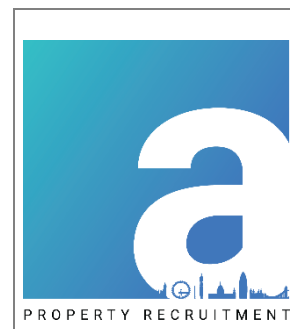


JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Concierge
Internal Reference Number:	041
Closing date:	
Salary:	£21000 - £22000 per annum
Working Hours:	07:00 - 19:00, 4 on 4 off
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Hackney, London
Contact details for applications:	James.mackenzie@abbatt.co.uk
Role description:	<p>We are looking for a Day Concierge for a high-end residential development in Hackney. The development consists of 45 residential units and is located with nearby transport links including Old Street and Moorgate stations.</p> <p>As a Day Concierge you will be responsible for the delivery of the highest levels of customer service to all residents, guests and external contractors at the Development and will be the first and main point of contact for all queries. As a Day Concierge your key day-to-day duties will involve operation of the Concierge Desk, reporting to head office management and monitoring on-site security.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> • Ensuring the provision of excellent concierge services • Conducting regular site inspections and operations • Acting as the main point of contact for all queries from residents and guests. • Helping to ensure the safety of all residents, guest and staff at the Development <p>About you:</p> <p>We are looking for someone with significant experience gained within a similar role and previous experience of delivering excellent customer service. You will be the face of a high-end Development and hence service levels must reflect this. You will also have:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills

	<ul style="list-style-type: none">• Good understanding of Health & Safety processes <p>Working Hours: 07:00 – 19:00, 4 on 4 off Salary: £21,000 - £22,000 per annum</p> <p>Upload your CV to apply.</p> <p>* Due to the large number of applications received we are unable to respond to every applicant. We apologise in advance. *</p>
Company website (optional):	http://www.abbatt.co.uk/job-search/job-details/?id=day-concierge-287712