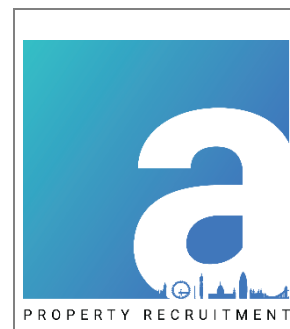


JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Concierge
Internal Reference Number:	038
Closing date:	
Salary:	£20000 - £23000 per annum
Working Hours:	Nights. 3 on, 3 off
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Beckton, East London
Contact details for applications:	Kalisha.cumberbatch@abbatt.co.uk
Role description:	<p>Do you have experience as a Concierge or within a similar role?</p> <p>Would you be confident working alone?</p> <p>Keep reading.</p> <p>We require an exceptionally well presented Concierge with fantastic customer service skills to join a residential development in the Beckton area. This is a lone site position meaning that you must have 2 years concierge experience and be confident managing front of house services by yourself.</p> <p>Key responsibilities</p> <ul style="list-style-type: none"> • Meet and greet residents and visitors • Assist residents and visitors with individual requests

	<ul style="list-style-type: none"> • Deal effectively with complaints, take the correct action and remain courteous at all times • Pro-actively deal with any maintenance and cleaning problems • Ensure effective security of residents and the building at all times <p>As you will be working alone, you must be hands-on and willing to take full ownership of the building.</p> <p>About you</p> <p>We are looking for someone with experience of delivering excellent customer service in a similar role. You will also:</p> <ul style="list-style-type: none"> • Have a polite and professional demeanour • Be of smart appearance • Have excellent written and verbal communication skills • Have a good understanding of Health & Safety processes <p>Hours: Nights. 3 on, 3 off</p> <p>Location: Beckton, East London</p> <p>Salary: £20,000 - £23,000 per annum</p> <p>Upload your CV to apply.</p> <p>Unfortunately, if you have not heard back from us within two weeks it is unlikely that you have been successful on this occasion.</p>
<p>Company website (optional):</p>	<p>http://www.abbatt.co.uk/job-search/job-details/?id=conciierge-285895</p>