

JOB ADVERT - Details



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| Company: | Abbatt Property Recruitment |
| Role title: | Concierge |
| Internal Reference Number: | 047 |
| Closing date: | |
| Salary: | Up to £23,000 per annum |
| Working Hours: | |
| Temporary / Fixed Term / Permanent contract: | Permanent |
| Location: | Central London |
| Contact details for applications: | james.mackenzie@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 Central London. 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>Working for Abbatt's Dual Management, your hard work will always be recognised. We also offer great progression opportunities and can support you fully with your development.</p> <p>Key responsibilities</p> |

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| | <ul style="list-style-type: none"> • Meet and greet residents and visitors • Assist residents and visitors with individual requests • 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 • As you will be working alone, you must be hands-on and willing to take full ownership of the building. <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: Days, 4on 4off, 7am-7pm</p> <p>Location: Central 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>https://www.abbatt.co.uk/job-search/job-details/?id=concierge-358872</p> |