

## JOB ADVERT - Details



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| <b>Company:</b>                                     | Abbatt Property Recruitment  |
| <b>Role title:</b>                                  | Concierge  |
| <b>Internal Reference Number:</b>                   | 036  |
| <b>Closing date:</b>                                |  |
| <b>Salary:</b>                                      | £23,000 per annum  |
| <b>Working Hours:</b>                               | 07:00 - 19:00, 4 on 4 off  |
| <b>Temporary / Fixed Term / Permanent contract:</b> | Permanent  |
| <b>Location:</b>                                    | Battersea, London  |
| <b>Contact details for applications:</b>            | James.Mackenzie@abbatt.co.uk   |
| <b>Role description:</b>                            | <p>We require a Day Concierge for a residential development located close to Battersea Park. Nearest transport links include Battersea Park and Wandsworth Road 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 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"> <li>• Ensuring the provision of excellent concierge services at the Development</li> <li>• Building strong working relationships with residents, guests, external contractors and colleagues</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Conducting regular site inspections and operations</li> <li>• Acting as the main point of contact for all queries from residents and guests</li> <li>• Helping to ensure the safety of all residents, guests and staff at the development</li> </ul> <p>About you:</p> <p>You will have significant experience gained within a similar role and previous experience of delivering excellent customer service.</p> <p>You will also have:</p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• A good understanding of Health &amp; Safety processes</li> </ul> <p>Working Hours: 07:00 - 19:00, 4 on 4 off</p> <p>Salary: £23,000 per annum</p> <p>Apply with your CV today</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><b>Company website (optional):</b></p> | <p><a href="http://www.abbatt.co.uk/job-search/job-details/?id=day-concierge-283440">http://www.abbatt.co.uk/job-search/job-details/?id=day-concierge-283440</a></p>   |