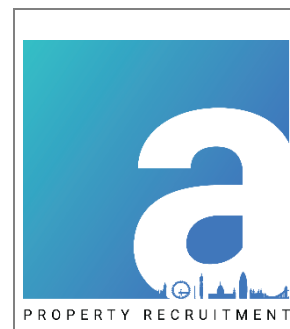


JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Concierge
Internal Reference Number:	50
Closing date:	
Salary:	Up to £22,000 per annum
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Watford, Hertfordshire
Contact details for applications:	james.mackenzie@abbatt.co.uk
Role description:	<p>Our client is looking for a Concierge for their residential development in Watford.</p> <p>As a Concierge you will be responsible for the delivery of the highest levels of customer service to all residents and guests at the Development and will be the main point of contact for all queries. As a Concierge your day-to-day duties will also involve operation of the concierge desk and monitoring of on-site security.</p> <p>Our client is a leading residential management property company firmly established across the country. With an innovative approach to management and customer service, they are an employer of choice and recently achieved Investors in People Platinum Accreditation.</p> <p>Key Responsibilities</p> <p>* Ensure the provision of excellent concierge services</p>

	<ul style="list-style-type: none"> * Build strong working relationships with residents, guests, external contractors and colleagues * Conduct regular site inspections and operations * Help to ensure the safety of all residents, guest and staff <p>About You</p> <p>You will have significant experience gained within a similar role and a good understanding of Health & Safety processes. You will also have:</p> <ul style="list-style-type: none"> * Previous experience of delivering excellent customer service * Excellent written and verbal communication skills <p>Working Hours: 4 early (06:00 - 15:00), 2 off, 4 late (13:00 - 10:00), 2 off</p> <p>Salary: £22,000 per annum</p> <p>Location: Watford - nearby transport links include Watford and Croxley Underground stations.</p> <p>Apply with your CV today.</p> <p>Unfortunately, if you've not heard from us within two weeks, please assume your application has not been successful on this occasion.</p>
<p>Company website (optional):</p>	<p>https://www.abbatt.co.uk/job-search/job-details/?id=concierge-385794h</p>