

JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Concierge
Internal Reference Number:	043
Closing date:	
Salary:	£24,000 - £25,000 per annum (depending on experience)
Working Hours:	07:00 - 19:00, 4 on 4 off
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Stratford, London
Contact details for applications:	Laurence.Jarvis@abbatt.co.uk
Role description:	<p>We require a Day Concierge for a busy residential development in Stratford, located close to Stratford Station.</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 and will be the first and main point of contact for all queries. As a 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>Our client is London's fastest growing property management company and an award-winning employer. Known for their diversity and inclusion and the progression opportunities they offer, they are an employer of choice for anyone looking to work in the residential sector.</p> <p>Key responsibilities: * Ensuring the provision of excellent concierge services at the</p>

	<p>development</p> <ul style="list-style-type: none"> * 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 <p>About you:</p> <p>We're looking for a people person who is used to a busy front of house environment. You'll enjoy a varied day and working at a fast pace. You'll also have previous experience of delivering excellent customer service and excellent written and verbal communication skills.</p> <p>Working Hours: 07:00 - 19:00, 4 on 4 off Salary: £24,000 - £25,000 per annum (depending on experience)</p> <p>Upload your CV to apply today.</p> <p>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>http://www.abbatt.co.uk/job-search/job-details/?id=day-concierge-289028</p>