

JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Day Concierge
Internal Reference Number:	54
Closing date:	
Salary:	Up to £22,500 per annum
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Stratford
Contact details for applications:	laurence.jarvis@abbatt.co.uk
Role description:	<p>We require a Day Concierge for a residential development located in Stratford, East London. The development contains 300 units and is 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. 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>Key Responsibilities</p> <ul style="list-style-type: none"> • Ensuring the provision of excellent concierge services • Building strong working relationships with residents, guests, external contractors and colleagues • 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 are looking for someone with significant experience gained within a similar concierge role. You will also have: * Previous experience of delivering excellent customer service * Excellent written and verbal communication skills * Good understanding of Health & Safety processes</p> <p>Working Hours: 07:00 - 19:00, 4 on 4 off Salary: £21,500 - £22,500 per annum (depending on experience)</p> <p>Location: E15</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>
Company website (optional):	<p>https://www.abbatt.co.uk/job-search/job-details/?id=day-concierge-e15-394080</p>