

JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Day Concierge
Internal Reference Number:	049
Closing date:	
Salary:	Up to £23,000 per annum
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	West London
Contact details for applications:	james.mackenzie@abbatt.co.uk
Role description:	<p>We have a Day Concierge vacancy at a residential development in Paddington, West London.</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 Day Concierge your key day-to-day duties involve operation of the Concierge Desk, reporting to head office management and monitoring of on-site security.</p> <p>Our client is a leading residential management property company firmly established throughout the country. With an innovative approach to management and customer service, they are an</p>

	<p>employer of choice and recently achieved Investors in People Platinum Accreditation.</p> <p>Concierge 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>You will have significant experience gained within a similar role and previous experience of delivering excellent customer service. You will also have:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • A good understanding of Health & Safety processes <p>Working Hours: 07:00 – 19:00, 4 on 4 off</p> <p>Salary: £22,000 - £23,000 per annum</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=day-concierge-382027</p>