

**JOB ADVERT - Details**



<b>Company:</b>	Abbatt Property Recruitment
<b>Role title:</b>	Head Porter
<b>Internal Reference Number:</b>	045
<b>Closing date:</b>	
<b>Salary:</b>	Up to £30,000 per annum
<b>Working Hours:</b>	
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	City
<b>Contact details for applications:</b>	james.mckenzie@abbatt.co.uk
<b>Role description:</b>	<p>We have a Head Porter vacancy for a residential property in W2. In this role you will effectively and professionally manage the building and its staff while providing a safe, secure and well maintained environment for residents.</p> <p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Maintain a high profile at the property at all times during working hours</li> <li>• Be alert to the needs of the lessees and residents and present a friendly, helpful and approachable image</li> <li>• Promote good communications with residents, responding to all queries with a helpful and positive approach and acting on all matters promptly and proactively</li> </ul>

	<ul style="list-style-type: none"> <li>• Carrying out general portering duties as appropriate when appropriate</li> <li>• As far as possible, to be present when a new resident moves in, in order to welcome them to the property and to help them settle in</li> <li>• Take immediate action in the event of an emergency</li> <li>• Establish and maintain good communication and working relationship with the Managing Agents, all site staff, contractors, consultants</li> <li>• At least once per day, make a thorough tour and inspection of all common areas to ensure that these are all clean and free from all debris and rubbish, that all services are in full working order</li> <li>• Monitoring the work of all the contractors employed by individual lessees and the property and ensuring that the building Regulations are complied with</li> <li>• Ensure that all policies and procedures of the property and Managing Agents are maintained and enforced fully</li> </ul> <p><b>About You</b></p> <p>We're looking for someone with previous experience in this position. A residential background is essential. You'll have a strong character, good management experience and excellent customer service skills.</p> <p><b>Location:</b> W2</p> <p><b>Working Hours:</b> Monday to Friday 6am to 2pm , Saturday 7am to 7pm</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><b>Company website (optional):</b></p>	<p><a href="https://www.abbatt.co.uk/job-search/job-details/?id=head-porter-351635">https://www.abbatt.co.uk/job-search/job-details/?id=head-porter-351635</a></p>