

JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Head Concierge
Internal Reference Number:	044
Closing date:	
Salary:	Up to £30,000 per annum
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	City
Contact details for applications:	laurence.jarvis@abbatt.co.uk
Role description:	<p>We have a Head Concierge vacancy at a luxury waterfront development located in the Nine Elms regeneration area. The development has 40 residential units and is conveniently located a few minutes from Vauxhall train station.</p> <p>As the Head Concierge, you will be responsible for providing effective leadership and supervision to the front of house team and you will help to maintain effective working relationships with all stakeholders including residents and external contractors.</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,</p>

	<p>they are an employer of choice and recently achieved Investors in People Platinum Accreditation.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • To be a main point of contact, be responsible for quality customer service for residents and guests, handling day-to-day matters in a prompt and professional manner • Occasional, decision-making and problem-solving in the absence of supervision will be required, given the circumstances of the role • Liaise with the Property Manager to ensure a continuity in rota ensuring well trained and knowledgeable staff are on shift • Oversee Contractor Management and Permit to Work System, ensuring that contractors works are inspected before attendance sheets are signed off • To conduct Health & Safety inspections <p>About You</p> <p>Our client is looking for someone with previous senior or head concierge experience and a background in working in a high-end customer service establishment. You'll be pro-active by nature, confident managing a team and have a proven ability to handle issues and queries with professionalism. You will also have:</p> <ul style="list-style-type: none"> • Basic working knowledge in building maintenance systems • Practical application and working knowledge of Health & Safety requirements and legislation to eliminate or mitigate risk in the workplace <p>Working Hours: 07:00 - 19:00, on 4 off Salary: £25,000 - £30,000 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=head-concierge-352841</p>