

JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Head Concierge
Internal Reference Number:	048
Closing date:	
Salary:	Up to £30,000 per annum
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	West London
Contact details for applications:	laurence.jarvis@abbatt.co.uk
Role description:	<p>We have a Head Concierge vacancy at a high-end residential development located close to Imperial Wharf Station (West London).</p> <p>As the Head Concierge, you will be responsible for providing effective leadership and supervision to the front of house team 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, they are an</p>

	<p>employer of choice and recently achieved Investors in People Platinum Accreditation.</p> <p>Head Concierge Key Responsibilities</p> <ul style="list-style-type: none"> • Acting as a main point of contact for all queries from residents, guests and external contractors • Ensuring the provision of excellent concierge services • Building strong working relationships with residents, guests, external contractors and colleagues. • Ensuring that all required Health & Safety inspections and activities are carried out in a timely manner. <p>About You</p> <p>You must have similar previous experience. Supervisory experience is also highly desirable.</p> <p>A proven ability to handle confidential information and sensitive matters that may involve the general public and handling issues and queries with professionalism is also important.</p> <p>Working Hours: Monday - Friday, 09:00 - 17:00</p> <p>Salary: £26,000 - £30,000 per annum (Depending on experience)</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-382039</p>