

## JOB ADVERT - Details



<b>Company:</b>	Abbatt Property Recruitment
<b>Role title:</b>	Night Concierge
<b>Internal Reference Number:</b>	046
<b>Closing date:</b>	
<b>Salary:</b>	£24,000 per annum
<b>Working Hours:</b>	
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	TW3
<b>Contact details for applications:</b>	james.mackenzie@abbatt.co.uk
<b>Role description:</b>	<p>Our client has a Night Concierge vacancy at residential development in Hounslow (TW3). Closest transport links are Hounslow Central and Hounslow East Underground Station.</p> <p>As a Night Concierge you will be responsible for the delivery of the highest levels of customer service to all residents and guests and you will be the main point of contact for all queries. In this role, your day-to-day duties may also involve operation of the concierge desk with emphasis on the monitoring of on-site security.</p> <p>Our client is a leading residential management property company firmly established across the country. With an innovative approach to management and customer service, they are an employer of choice and recently achieved Investors in People Platinum Accreditation.</p> <p><b>Night Concierge Key Responsibilities</b></p>

	<ul style="list-style-type: none"> <li>• Ensuring the provision of excellent concierge services as required</li> <li>• Building strong working relationships with residents, guests, external contractors and colleagues</li> <li>• Conduct regular site inspections and operations</li> <li>• Helping to ensure the safety of all residents, guest and staff</li> </ul> <p><b>About You</b>            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"> <li>• Excellent written and verbal communication skills</li> <li>• Good understanding of Health and Safety processes</li> </ul> <p><b>Working Hours:</b> 19:00 - 07:00, 4 on 4 off  <b>Salary:</b> £22,000 - £24,000 per annum</p> <p>Apply with your CV today.            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>	