

JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Night Concierge
Internal Reference Number:	035
Closing date:	
Salary:	£25,000 per annum
Working Hours:	19:00 - 07:00, 4 on 4 off
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	London City
Contact details for applications:	james.mackenzie@abbatt.co.uk
Role description:	<p>We require a Night Concierge for a large high profile residential building located just a short walk away from Canary Wharf underground station and Heron Quays on the DLR.</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 at night.</p> <p>Our client is an award-winning managing agent with a strong presence throughout the London and Manchester areas. Known for their innovative approach to management and customer service, and investment in staff; they are an employer of choice and holder of the Gold Standard Investors in People accreditation</p>

	<p>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 * Conduct regular site inspections and operations * Helping to ensure the safety of all residents, guest and staff <p>About You</p> <p>You'll be looking for a hands-on role and have 2 to 3 years of concierge experience in residential developments. You will also have:</p> <ul style="list-style-type: none"> • Previous experience of delivering excellent customer service • Excellent written and verbal communication skills • Good understanding of Health & Safety processes <p>Working Hours: 19:00 - 07:00, 4 on 4 off</p> <p>Salary: £25,000 per annum</p> <p>Upload your CV to apply 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=night-concierge-305308</p>