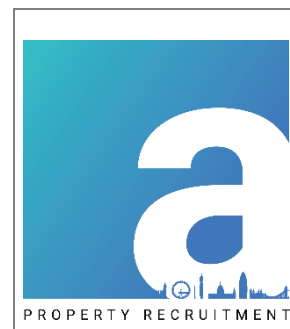


## JOB ADVERT - Details



<b>Company:</b>	Abbatt Property Recruitment
<b>Role title:</b>	Senior Concierge
<b>Internal Reference Number:</b>	038
<b>Closing date:</b>	
<b>Salary:</b>	£26,000 per annum
<b>Working Hours:</b>	12pm - 9pm, 5 days a week
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	East London
<b>Contact details for applications:</b>	Kalisha.Cumberbatch@abbatt.co.uk
<b>Role description:</b>	<p>We're looking for a confident Senior Concierge for a residential development in East London, close to Gallions Reach DLR Station.</p> <p>This is a busy site, containing around 450 apartments and will suit someone who likes a varied day and to be on-the-go. As part of a lovely team of 4, you will be responsible for providing effective leadership and you will help to maintain effective working relationships with all stakeholders including residents, guests and external contractors.</p> <p><b>Key responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Acting as a main point of contact for all queries from residents, guests and external contractors</li> <li>• Ensuring the provision of excellent concierge services</li> <li>• Ensuring that all required health and safety inspections and activities are carried out in a timely manner</li> </ul>

	<p><b>About you:</b></p> <p>This is an exciting opportunity for someone looking to take on extra responsibility and learn from the site's Building Managers. As such, we're looking for a quick learner and good listener. You'll be happy to put what you learn to practice and comfortable deputising for the Building Manager(s) when they're on leave.</p> <p>A strong Concierge background is an absolute must for this role. 3+ years in a residential background is what we're looking for.</p> <p><b>Working Hours:</b> 12pm - 9pm, 5 days a week</p> <p>May be required to work a weekend shift</p> <p><b>Salary:</b> £26,000 per annum</p> <p><b>Apply with your CV today.</b></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=senior-concierge-303245">https://www.abbatt.co.uk/job-search/job-details/?id=senior-concierge-303245</a></p>