

Concierge Residential Nights

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Company: Elton Recruitment

Location: London Area

Category: other-general

Elton Recruitment is recruiting on behalf of our client for a Residential Night Concierge. This is an amazing opportunity to work directly for one of London's finest residential developers. The apartments are located in a prestigious area of London, housing high-net-worth individuals. The buildings offers amenity space ranging from a residents lounge, event space and access to a gym. Ideally our client is looking for someone who has extensive hospitality experience working in either 4-5 star hotel or a residential background. Hours 7pm- 7am, 4 on 4 off. The important part! Salary £33,548 + Benefits Generous pension scheme Cycle to work scheme Childcare voucher scheme Life assurance scheme Holiday flex scheme Season ticket travel loan Company rewards Private dental & healthcare

The Role As a Residential Night Concierge you will become an important part of the team. You will be working with other Concierges and the Building Manager. The Concierge Team will ensure seamless 24/7 5-star hotel-style service to all residents and visitors consistently delivering the highest levels of customer service. Shift pattern 7 pm - 7am, 4 on and 4 off with excellent benefits package.

Main Responsibilities Deliver unparalleled 5-star service for all residents and their guests and always make the site feel like their home Carry out viewings of apartments available to let when required Assist tenants moving into their apartment and complete apartment and appliance induction as needed Provide local area information to residents Escalate any service or performance issues for immediate rectification with the central helpdesk Always provide a detailed handover at the end of each shift to ensure continuity of service

Person Specification: Previous experience in residential property (privately rented preferred) or hospitality sectors Excellent communication and interpersonal skills displaying an understanding

of residents needs Good level of computer literacy using Microsoft Word, Excel and Outlook High standard of written and spoken English, additional language skills are of benefit Must be pro-active and able to use initiative to enhance the building reputation and make the community the best available Flexibility and adaptability A sense of humour and plenty of energy and enthusiasm Problem solving, well organised and ability to work well under pressure Well-groomed and of smart appearance Right to work in the UK required Package Salary £33,548 + Benefits Due to the volume of applications anticipated for this role, if you have not had a response from us within 14 days, please assume that your application has not been successful on this occasion. Please note that if you apply for this vacancy then you have given permission under Data Protection (GDPR) for us to share selected details with our clients for their related vacancies. This will be the only notification you will receive regarding this and we take the receipt of your CV as your permission to proceed with your application.

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