



Runner / Door Attendant, Full-Time or Part-Time

This is a full-time or a part-time position in a full-service luxury condominium in the Back Bay of Boston. The responsibilities include making deliveries, parking vehicles, greeting and assisting residents, giving breaks to the Residential Receptionist, and performing a variety of different services for residents. This position involves working weekend shifts and a valid driver's license is required. An attractive benefits package is included with a full-time position.

Condominium Runner / Library Runner, Part-Time

A part-time position in a premier luxury condominium complex in the Back Bay of Boston. The responsibilities include making deliveries to units and entering deliveries in our building's management website, performing some clerical work, maintaining logs, assisting with Afternoon Tea and Sunday Brunch, parking vehicles, covering for breaks of the Residential Receptionist and Door Attendant, and greeting and assisting residents. A valid driver's license is required. This position requires someone who is service-oriented, detail-oriented, a team player, and self-motivated. The hours are Saturday, 11:30am to 8:00pm and Sunday, 11:00am to 7:30pm (16 hours per week).

To apply to either position, please complete a MassHire Downtown Boston [referral form](#).