

Highbridge Concierge is seeking professional, customer-focused individuals to join our team serving luxury condominium properties throughout the Greater Boston area.

Position Summary

As a Concierge, you will be the first point of contact for residents, guests, vendors, and property management. This role requires exceptional customer service, professionalism, and the ability to maintain a welcoming and secure environment while managing front desk operations.

Responsibilities

- Greet residents, guests, and vendors in a friendly and professional manner
- Provide exceptional customer service and assist with resident requests
- Monitor building access and follow established security procedures
- Answer phones and direct inquiries appropriately
- Manage package deliveries, resident notifications, and package logs
- Maintain visitor, package, and incident records
- Communicate effectively with property management, residents, and vendors
- Monitor common areas and report maintenance or security concerns
- Respond to emergencies in accordance with site procedures
- Always maintain a professional appearance and front desk presence

Qualifications

- Previous concierge, hospitality, hotel, customer service, or front desk experience preferred
- Strong communication and interpersonal skills
- Professional demeanor and appearance
- Ability to multitask and remain organized
- Basic computer and email proficiency
- Reliable, punctual, and dependable
- Ability to work independently and as part of a team

- Friendly positive attitude

Schedule

- Full-Time and Part-Time opportunities available
- Day, evening, and weekend shifts available
- Holiday availability may be required

Benefits

- Competitive pay, \$20-23/hr. depending on experience.
- Flexible scheduling
- Employee referral program
- Growth and advancement opportunities
- Paid training

Interested candidates should submit their resume on the Highbridge careers page: [Join the Highbridge Concierge team in Boston, MA](#)