

Highbridge Concierge Inc.

Are you a self-motivated, happy, friendly professional? If yes, a concierge position is the position for you.

Seeking to fill a wide range of locations, shifts (full time and part time), hours and building sizes throughout the Boston/Metro area.

The concierge is the first impression of a luxury residential building. They should project a consistent image that compliments the property through appearance, service orientation, performance and personality.

Responsibilities

- Answer phone and email inquiries from residents and the Property Manager in a timely and respectful manner
- Greet residents, visitors and contractors warmly and make them feel welcome
- Receive and redirect mail, phone calls, packages, etc
- Ensure that guest spaces and lobby are always clean and tidy
- Act as a liaison between residents and building issues to the Property Manager
- Anticipate residents needs in order to accommodate them and provide an exceptional experience
- Maintain inventory of resident packages

Qualifications

- 3+ years of previous customer service experience
- Positive phone demeanor and superior written and verbal communication skills are essential
- Must have a service-oriented mindset
- Knowledge of basic computer skills
- Exemplify strong organizational skills and attention to detail
- Possess a positive attitude and be willing to work as part of a team, as well as working independently
- Punctual and willing to do their best work
- Willing to be flexible and work irregular shifts and weekends

For additional information, please visit our webpage: www.highbridgeconcierge.com
or contact: jpaliliunas@highbridgeconcierge.com