



JOB AD POSTING

Job Title:	Concierge	Job Code/ Req #:	3001
Location:	Orlando, FL 32801	Travel Required:	No
Salary Range:	\$10.00	Position Type:	Part-time
HR Contact:	Schreka McKinney		
Date posted:	2/3/2012	Posting Expires:	Until Filled
External posting:	YES		
Internal posting:	YES		
Applications Accepted By:			
Fax or E-mail:			
(404) 745-0055 or hr@condominiumconcepts.com			
Subject Line: Attention: [HR Department RE: Job Code/Req# and Title]			
Job Description			
<p>ROLES AND RESPONSIBILITIES</p> <p><i>The concierge staff is the first line of communication with the Homeowners. It is imperative that all concierge staff provides the friendliest, most professional highest level of service to our Homeowners. It is the responsibility of all concierges to perform all tasks as set forth in the concierge operations manual as provide by the Director of Concierge Service.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provides Excellent Customer Service <input type="checkbox"/> Perform all tasks set forth by the Director of Concierge Services <input type="checkbox"/> Provide a friendly and professional atmosphere for the Homeowners <input type="checkbox"/> Other duties as assigned <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> -Responsible and Reliable -Knowledge of the Downtown Orlando area -Prior customer service 			
Reviewed By:		Date:	
Approved By:	S McKinney	Date:	2/3/2012
Last Updated By:		Date/Time:	