



JOB ADD POSTING

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|--|------------------|--------------------------|-------------------------|
| Job Title: | Concierge | Job Code/ Req #: | 3000 |
| Location: | Atlanta, GA | Travel Required: | No |
| Salary Range: | TBD | Position Type: | Full Time and Part Time |
| HR Contact: | Schreka McKinney | | |
| Date posted: | | 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"> • Provides Excellent Customer Service • Perform all tasks set forth by the Director of Concierge Services • Provide a friendly and professional atmosphere for the Homeowners • Other duties as assigned | | | |
| Reviewed By: | | Date: | |
| Approved By: | Schreka McKinney | Date: | |
| Last Updated By: | | Date/Time: | |