



Position: Concierge

Compensation: Starting wage \$15.00+ DOE

Schedule: DOE

The Concierge is often the initial contact and first impression that many people have of the community. The position is responsible for greeting visitors, handling both external and internal calls and monitoring the reception area. The position is also responsible for providing clerical and administrative support to the Department Heads.

Knowledge, Skills, and Abilities:

- High school Diploma
- Good computer skills including experience with Microsoft Office (Outlook, Word and Excel)
- Excellent telephone skills, previous experience preferred
- Good organizational and time management skills, able to handle several tasks at once
- Exhibit excellent communication and interpersonal skills and maintain a professional demeanor and appearance at all time
- Possesses the ability to effectively read, write and communicate in English
- Valid CPR and First Aid (can send to class)

Reports to Concierge Manager

Areas of Responsibility:

- Front desk
- Administrative and clerical
- Sales and marketing
- Answer incoming telephone calls and resident calls, forward and take messages as appropriate
- Monitor entry area and reception lobby for visitors and residents, greet and direct as necessary
- Keep reception area clean and neat
- Sort and distribute incoming mail, send and distribute outgoing mail, newspapers and faxes
- Handle questions and appointments for residents and family members for different activities and services

Benefits:

Competitive Pay • 90% Employer paid Medical/Dental • Vision • Life Insurance • Employer matching 401k • Paid Holidays • Paid Sick Leave • Paid Vacation Leave • Discounted Employee Meals • Tuition Program • Referral Bonuses • Free Parking • ORCA Card Reimbursement • Movie Tickets for your Birthday • Meal of Fortune program • Bridge Program (HCA to CNA) • Wellness "Bloom" Program • Verizon Cell Phone Corporate Discount • Engagement Award • CNA License Annual Reimbursement • Tuition Program

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