



Concierge at Bellevue Towers

At Bellevue Towers, you will find luxurious accommodations, superb amenities, and five-star service. Bellevue Towers is an upscale 539 residential unit condominium and retail building space located in the heart of Bellevue, WA.

Bellevue Towers is currently seeking a **Concierge** to provide a high level of service to all of the residents. The ideal candidate should be all about the details and first class hospitality. The Concierge must be a team player, able to multi-task, passionate about service, and genuinely focused on the resident experience.

We are seeking the following shifts:

Wednesday – Sunday from 7:00 AM - 3:00 PM OR Sunday – Wednesday from 3:00 PM - 11:00 PM

*Please indicate your shift preference when you submit your resume.

Key Responsibilities of the Concierge:

- Provides positive & professional services to residents, while maintaining an efficient presence on the property and in the entry.
- Respond to all requests from residents on the phone or e-mail in a timely manner while stationed at the desk.
- Assists with escorting and monitoring vendors throughout the property.
- Building audits as required.
- Ensures that the amenity spaces are monitored, prepared and cleaned each day.
- Support the maintenance team on the completion of work orders.
- Perform safety walks and security inspections of the interior and exterior of the building.
- Review surveillance systems and building entry.
- Provide emergency access to property or homes as requested by residents during normal business hours.
- Perform basic cleaning on common areas including cleaning glass, emptying garbage, spot cleaning counters, lift fingerprints from elevators, mop spills as necessary, empty garbage cans and vacuum where needed.
- Enforce Association policies and declarations requirements and inform residents as required about policies.
- Investigate complaints and disturbances.
- Other administrative duties as required.

What the Successful Candidate will have:

- 2+ years of customer service experience.
- Proficient computer experience including Microsoft Excel and Outlook.
- A team player and also serve as a role model for others by demonstrating appropriate business conduct and ethical principles.
- Able to interact effectively with the Board of Directors, all levels of employees, residents, guests and external contacts.
- Must work well under pressure, exercise good judgment when making decisions and handle stressful situations in a professional manner.

WHAT WE OFFER YOU:

In exchange for your passion and talents, we offer an excellent benefits package including medical, dental and vision coverage options, and a generous holiday and paid time off schedule.

If you feel you have what it takes, please submit your resume to jobs@allthings-hr.com. If you don't have a resume please email us and we will send you an application to complete. We look forward to hearing from you!