



Porter/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 **Porter/Concierge** to make sure the building is clean and maintained to the highest standards. The Porter/Concierge will also provide assistance to the residents and guests as needed. The ideal candidate should be all about the details and first class hospitality. Must be a team player, able to multi-task and take pride in ones work.

The shift would be Saturday - Wednesday from 2:00 PM – 10 PM.

Key Responsibilities of the Porter/Concierge:

- Maintain building cleanliness supporting the overall image of the building.
- Manage the trash shoot and dumpster transfer. Keep the dumpster and trash shoot area clean and sanitized on a consistent basis.
- Exterior cleaning and basic gardening duties for all common area spaces outside.
- Support the building by replacing systems and equipment that may cause a safety hazards.
- Perform security inspection of the interior and exterior of the building.
- Clean windows, vacuum, dust, straighten and polish furniture as necessary and required.
- 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.
- Set up for events, move furniture or assist with other tasks as needed throughout the property.
- Work with the Engineer and support the maintenance team on the completion of work orders.

What the Successful Candidate will have:

- 2+ years of customer service experience.
- Housekeeping/Janitorial experience in a large facility and professional setting.
- Ability to do wash and clean windows, screens and floors, wax and polish floors, dust furniture, and other work relating to the cleaning of living quarters, recreational rooms, exercise rooms, lavatories, and other residential areas properly and efficiently.
- Be able to lift and maneuver equipment weighing up to 50 lbs.
- Must be able to work **Saturday - Wednesday from 2:00 PM – 10 PM**
- Must be a strong 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 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!