



PROPERTY ONE

Job Description

Job Title: Front Desk Concierge

Reports To: Property Manager

Property: _____

Basic Responsibility:

Excellent interpersonal skills, good writing and communication qualities, and ability to perform administrative functions as needed.

Specific Responsibilities:

- Be familiar with operating procedures and guidelines.
- Greet all owners and assist them in any way possible.
- Man the front office and be attentive.
- Act as the homeowner's single point of contact for any problems or issues that require attention and report them to management.
- Read the daily security logbook from previous shift.
- Note any issues, messages, etc for other associates or management in the daily logbook.
- Monitor security cameras and equipment.
- Monitor and control access to the building through the lobby and parking garage.
- Monitor and supervise all contractors to ensure they comply with Charles House Policy Statements.
- Maintain accurate insurance documents on all contractors and vendors.
- Assist property management in keeping owners information and files updated.
- Administer use of the Patio, Pool and Common Areas. Make sure proper forms are filled out and on file.
- Accept and register all deliveries on behalf of the owners. Notify all owners of the delivery.
- Keep work area neat and organized.

Education / Certification Requirements

High school graduate or equivalent. College course work a plus.

Behavior Requirements

Position requires a positive team-oriented worker with a flexible working attitude.

Must have good time management skills.

Must have a professional and well-groomed appearance.

Requires good personable phone and organizational skills.

Punctual Attendance

Disclaimer Statement:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Signatures:

Employee**Date:** _____

Supervisor**Date:** _____