



CONCIERGE ASSISTANT

JOB DESCRIPTION

DEPARTMENT: Services
STATUS: Non-Exempt

SUMMARY

The primary responsibility of the Concierge Assistant is to deliver outstanding customer service, by greeting and assisting visitors, clients, and staff in a professional and courteous manner.

JOB DESCRIPTION

- Greet clients and visitors in a professional and courteous manner, and assist Firm employees when necessary.
- Distribute nametags and temporary ID cards.
- Accurately enter visitor information in the VisitorLink system.
- Understand and apply all security procedures.
- Knowledgeable of Firm personnel, policies, and procedures.
- Assist with conference room reservations, when necessary.
- Arrange cab/limo pick-up for clients and visitors.
- Flexible to perform other duties as assigned.

QUALIFICATIONS

- Excellent communication and organizational skills.
- Ability to multi-task efficiently and effectively.
- Exhibit a professional appearance, attitude and demeanor at all times.
- Must be punctual and adhere to firm attendance policies.
- Prior reception and customer service experience preferred.
- College degree a plus.

HOURS

Core Hours, Monday through Friday 10:00 a.m. to 6:30 p.m. with additional hours as needed.

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined. We are an Equal Opportunity Employer.