

Multi-Family Concierge

We are looking for a reliable concierge to work at the main entrance desk of our new multi-family property. You will be the first to meet our residents and prospects, so the first impression depends on your friendliness and efficiency.

The ideal candidate will be a smart and trustworthy individual able to provide residents with a warm greeting and handle all incoming requests.

Major Accountabilities:

- Welcoming Residents and Prospects upon entrance.
- Acquiring extensive knowledge of the premises, nearby venues and businesses to make the most suitable recommendations.
- Answering the phone, redirecting calls and making reservations for residents.
- Entering Service Requests in Yardi when contacted directly by a resident or requested to do so by a Leasing Team member.
- Coordinating Move ins and Move outs.
- Ordering and maintaining Coffee Supplies.
- Assisting residents with Parcel Pending and organizing package delivery.
- Organizing Dry-Cleaning pickup and delivery.
- Assisting with Office Supplies purchases.

Preferred Attributes:

- High School Diploma or equivalent required. Minimum one year of Customer Service experience.
- Prior Multi-Family industry experience preferred.
- Yardi experience a plus.

Benefits:

- Competitive Pay and great benefits!
- Medical, dental and vision insurance available
- 401(k) with generous company match

About Billingsley Company:

Founded in 1978 by Lucy and Henry Billingsley, the organization expertly builds, owns and manages its properties, ensuring long-term client, resident and partner return.

Specializing in master-planned developments and principles of new urbanism, each Billingsley property signifies technology, convenience and a vast array of amenities aimed to attract and retain tenants, residents, visitors and employees. These amenities include art, sculpture, parks, trails and outdoor public spaces.

Delivering smart design integrated with artistic works and natural spaces, Billingsley Company's developments are life-enhancing communities in which to work, live, play, shop and dine.