



Job Details – 01-04-19

Concierge (Cover for holiday/sickness) – Guernsey

AFM are currently looking to recruit additional **Concierge** staff on a flexible arrangement to provide holiday and sickness cover to support our Concierge team in Guernsey.

As a member of our Concierge team, you will be first point of contact for a client's premises where you will meet and greet building visitors.

You will also be responsible for the day to day running of the building, conducting building checks and calling on contractors when the need arises.

Working as part of a small team the daily activities are varied: being first point of contact for all building tenants, visitors and 3rd party contractors; dealing with incoming calls and emails; fire evacuation support; building inspections to name just a few of the activities undertaken by the role.

This will be a flexible arrangement with hours of work being dependent on cover required each week. The role would suit someone with a friendly and personable nature who is looking for periodic additional income.

Applicants must have the ability to work both unsupervised and as part of a team.

Additional info for this role:

- Appropriate training would be provided to suitable candidates
- Hours of work will vary dependent on needs however the working days are Monday – Friday with working hours across our clients different sites being between 07:00 and 21:00.
- Based in St Peter Port, Guernsey.
- Due to the nature of our working environment the successful applicant will be required to undertake a full police disclosure and pre-employment screening.
- Closing date for applications – 12/04/19

If you would like to find out more information about this role, please contact our Human Resources team on 01481252111 or forward your CV to: Human Resources, Amalgamated Facilities Management Ltd, PO Box 595, Garenne Park, Rue de la Cache, St Sampson's, Guernsey, GY1 6ND or by email to: hr@amalgamatedfm.com