Lobby Attendant

Property Management Affiliates (PMA) is seeking a Full-time Lobby Attendant for Brooklyn Height’s Residential Building.

Description:

The primary responsibilities of the LOBBY ATTENDANT involve providing outstanding customer service to all residents and visitors. S/he will also be responsible for providing front desk operations support and access to the property. They also report to the Property Manager/Building Superintendent. You have to communicate the responsibilities and duties associated with the position.

You must review these duties, skills, and physical requirements closely and understand that by signing the Job Description Acknowledgment, you are verifying that you can perform all the duties and possess the skills/physical abilities necessary to complete the job.

DUTIES AND RESPONSIBILITIES:

Conduct all business following company policies and procedures and state and federal laws, e.g., OSHA, ADA, Fair Housing, etc.

-Greet and acknowledge all residents, guests, and vendors.

-Track and announce all guests and vendors entering the building.

-Manage and assist with tenant requests.

-Accept, sort, scan into the system and distribute packages.

-Assist in the distribution of maintenance requests to staff.

-Monitor and assist with Amenity requests and reservations.

-Manage key distribution to vendors, brokers, and visitors.

-Monitor the camera system.

-Maintain cleanliness and appearance of the front desk, lobby, and surrounding areas.

-Monitor service entrance and incoming deliveries.
SKILLS / PHYSICAL REQUIREMENTS:

- Experience as a lobby attendant/concierge preferred.
- Strong organizational and multi-tasking abilities.
- Excellent verbal communication skills.
- Proficient in using computer systems and ability to learn new programs.

SALARY:

- Starting rate is based on the 32BJ Residential Apartment Building Contract.
- Health benefits through 32BJ Union.
- 401k through 32BJ Union.