CLUB CONCIERGE:

**Description:** Service-hearted individuals looking to start their career in hospitality and looking to grow within the club are desired. Must have exceptional oral and written skills and have a polished appearance. Our Concierge staff plays a crucial role in the overall success of our entire club. They are not only the face of the club, they manage members' needs, requests and feedback on a daily basis in a professional manner. They are the first person who members see when they walk in and the last person they see when they leave. The position has many layers to it, including but not limited to, greeting members and guests, answering phones, taking reservations, managing all RSVPs to 20+ member events each month, promptly answering all member emails, seating members and guests, and other administrative tasks assigned by Department Heads.

**Job Type:** Full-time and Part-time

**Pay rate:** Inquire to Employer

**Job Location:** Atlanta, GA (Buckhead)

**Preferred experience:**

- Customer/Member Service: 1 year
- Administrative Skills: 1 year

Interested applicants please contact Ms. Kellyn Manders at kmanders@cityclubofbuckhead.com.