

## CONCIERGE

We are currently seeking passionate, knowledgeable and determined Concierge to join our Concierge Team.

### **Scope and Purpose**

As Concierge you will be responsible for our guests' pre-arrival correspondence to ensure their stay with us is a unique and smooth experience as well as being a source of information for our in house guests, assisting with any query or wish they might have.

Therefore you will have a sound knowledge of the local environment such as restaurants, shopping areas and places of interest particularly within the London area. Using the latest technology to streamline your administration and therefore allowing more personal service time with our guests.

### **Entry Requirements**

We are looking for individuals that understand what it takes to be the best and preferably with proven success in a similar environment. If you are a team player, keen to learn with a desire to excel, and have outstanding interpersonal and communication skills please do apply.

Other skills that will need to be demonstrated include:

- Previous Concierge experience or work experience within a luxury 5\* property
- Fluent in written & spoken English. Other languages advantageous
- Full clean driving license is essential
- Pride and attention to detail in your work
- Strong communication skills
- Ability to work under pressure
- The finest personal presentation
- Distinctive, professional and warm personality

### **Benefits include:**

- Competitive salary
- 28 paid holidays per annum (inc. bank/public holidays)
- Complimentary dry cleaning of uniform
- Complimentary meals on duty
- Discounted Salon, Spa, Food and Beverage and accommodation rates in London and across the Corinthia Hotels International portfolio
- Online benefits platform with extensive discounts on dining, retail etc.
- Professional learning and development programs
- Extensive recognition programs and length of service awards
- Stakeholder pension entitlement



- Season ticket loan
- Childcare voucher scheme

### **About Corinthia:**

Corinthia Hotel London combines contemporary flair with traditional grandeur. Situated in the cultural heart of the capital, the hotel features 294 beautifully appointed bedrooms, including 7 penthouses and 36 suites, with 24-hour flexible check-in/check-out, elegant lounges, restaurants and bars and the largest, most breath-taking spa in London.

A career with Corinthia Hotels provides you with a wealth of exposure and experience in genuine hospitality. We believe in delivering a quality service through the execution of high standards as well as the individual contribution of every team member.

We take pride in living our service promise – the Craftsmanship of Care – and we shall make sure that you are provided with a repertoire of skills that will transform you into an expert in luxury hospitality. We believe in the personal and professional development of our team members and it is part of our mission to promote committed and promising individuals to future leadership positions within Corinthia Hotels.

### **Eligibility**

In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. Documented evidence of eligibility will be required from candidates as part of the recruitment process.