

MARINA BAY  
MANAGEMENT SERVICES LLC







# GROW WITH MARINA BAY

## **JOB POSTING: Concierge (Multifamily Housing) (Full-Time Position, Hourly Pay)**






 **Now Hiring: Full-Time Concierge – Join Our Team!** 

Are you a customer service professional who loves creating a welcoming environment? We're looking for a full-time Concierge to be the face of our building and provide top-tier hospitality to residents, guests, and vendors. If you have a passion for service and strong communication skills, we want to hear from you!



### **Responsibilities:**

-  Greet and assist residents, guests, visitors, and vendors
-  Monitor building cameras for security and safety
-  Answer inbound calls and provide excellent customer support
-  Provide administrative support to the management team
-  Assist with resident move-ins and move-outs
-  Perform additional office tasks as needed

### **Qualifications:**

-  Excellent written and verbal communication skills
-  Strong computer proficiency
-  Detail-oriented with exceptional organizational skills
-  Ability to multitask in a fast-paced environment
-  Background check required

### **Job Details:**

-  Job Type: Full-time
-  Pay: \$22.00 per hour

**Benefits:**

- Dental insurance
- Health insurance
- Paid time-off
- Paid company holidays
- Company-paid industry training
- Internal training opportunities
- Advancement opportunities

**Schedule:**

- 8-hour shift, Monday through Friday.

**Supplemental Pay:**

- Commission pay.

**Ability to commute/relocate:**

- Quincy, MA 02169: Must have reliable transportation to the Quincy area, or planning to relocate before starting work (Required).

**Work Location:** In-Person; On-Site.

**How to Apply:** Interested and qualified candidates should e-mail a cover letter and resume to Brenda McKeon at: [bmckeon@marinabaymgt.com](mailto:bmckeon@marinabaymgt.com).

Join our team and be part of a welcoming, professional environment where your hospitality skills can shine! Apply today. **Marina Bay Management is an Equal Opportunity Employer.**

