LIFE’S WORK

Concierge & Lifestyle Management Co.

Local personal concierge and lifestyle management company is growing and looking for amazing talent to join our team! Qualified applicants will possess excellent people skills as well as the ability to work independently in a fast-paced environment.

As a personal concierge and lifestyle manager your daily tasks vary. Sample tasks could include grocery shopping, running errands, laundry, scheduling home vendors, light chores, organizing the home and more. It is your job to prioritize, complete assignments and communicate in the best manner that fit our clients day-to-day schedules. If you are energetic, career-oriented, motivated, customer-focused and enjoy running errands and filling requests with a can-do-attitude, you will find this job rewarding as this is a different day everyday.

Skills and Qualifications:
A positive attitude and strong desire to help others
Expectation of complete confidentiality on all business matters
Strong organizational skills
Strong problem solving skills
Ability to work independently
Proactive work ethic
Ability to effectively handle multiple tasks
Excellent oral and written communication skills
Self-starter
Strong time management skills

Requirements:
Ability to work part-time between the hours of 8 a.m. and 6 p.m.
Mandatory background check
Hold a valid drivers licence and a good driving record
Have a vehicle that is running and in good condition
Some administrative or hospitality experience preferred

Compensation:
Starting at $10/hour

If this sounds like you we'd LOVE to hear from you. Please respond to info@managinglifeswork.com telling us a little bit about yourself, and why you'd make a good fit.

Managing Life's Work