

**Position: On-Call Concierge/Front Desk**

**Location: Chateau at Bothell Landing • 17543 102<sup>nd</sup> Ave NE Bothell, WA 98011**

**Compensation: \$12.00**

**Status: Open Until Filled**

Chateau at Bothell Landing lives our mission statement every day. To work with each resident to create a unique retirement lifestyle that enables our Resident's to live happier, healthier, longer lives on their own terms. If you are looking to make a difference when you go to work, truly enjoy the time spent with your Residents and desire to work as a team with your co-workers, Chateau Retirement Communities may be the employer you are looking for.

The Concierge represent the first impression of Chateau Retirement Communities both in person and over the telephone. The timely anticipation and execution of resident/guest needs and requests is paramount. The Concierge is instrumental in creating an environment and executing service that is second to none by seeking opportunities to create memories by anticipating needs, exceeding expectations and building relationships. The Concierge leads by example, consistently conveying a positive can-do attitude and pride in all work. Directly responsible for all happenings at the front desk/concierge.

**Here's what you need to qualify to work at Chateau:**

- A willingness to work as part of a team
- Be at least 18 years of age
- High school Diploma, college degree preferred
- Minimum of 2 yrs. experience in Guest Relations, Hospitality and/or Customer Service preferred
- Strong knowledge of local community, area and region
- Flexible and have the ability to prioritize
- Able to make responsible choices and decisions, and act in resident's best interest
- Ability to read, write and speak English
- Knowledge of E-mail, Internet, Microsoft Office Programs
- Valid CPR and First Aid (can be obtained upon hire)

**Benefits:**

Competitive Pay • 90% Employer paid Medical/Dental • Vision • Life Insurance • Employer matching 401k • Paid Holidays • Paid Sick Leave • Paid Vacation Leave • Discounted Employee Meals • Referral Bonuses • Free Parking • ORCA Card Allowance • Movie Tickets for your Birthday • Meal of Fortune program • Bridge Program (HCA to CNA) • Wellness "Bloom" Program • Verizon Cell Phone Corporate Discount • Engagement Award • CNA License Annual Reimbursement

To find out more about this opportunity, visit our website or you may stop by our community to complete an application to see for yourself all of the warmth Chateau has to offer.

Chateau Retirement Communities is an equal opportunity employer.