

## Executive Concierge

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$25.00 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

#### Summary

As a key member of the team the Executive Concierge will support a range of administrative experience and customer support needs. This position requires the ability to work in a fast-paced team-oriented environment with a desire to drive successful and productive outcomes on a consistent basis. The Executive Concierge will partner with the Briefing Manager to support meetings tours and other executive engagements for audiences including customers policymakers and strategic partners.

#### Essential Functions:

- Take direction from the 701i Briefing Manager and partner with other staff to support day-to-day operations of the Innovation Center and event/ tour execution
- Provide support to ensure experiences are consistent across all channels products
- Meet and greet Innovation Center visitors as they arrive in coordination with front desk reception and escort them to the briefing room or tour location
- Operate main 701i phone line
- Responsible for general administrative support for the Briefing Program team and visitors
- Prepare and distribute all visitor name badges and table tent cards
- Maintain and order inventory of all supplies and visitor appreciation items
- Support logistical/concierge coordination for customers and account teams as needed including dining transportation lodging entertainment with an eye toward seamless communication and host/customer experience whether in person or digitally
- Serve as point of contact for security facilities catering A/V etc.
- Coordinate with security desk to help with visitor access to the center
- Maintain relationship with Facilities management to address facility-related issues or needs
- Work with facilities management to ensure the center meets expectations in regard to appearance cleanliness functionality and overall quality experience.
- Monitor/ update real estate and facilities issues in Center issues log

### Requirements

#### Preferred Skills/Knowledge/Abilities:

- Strong executive presence / acumen
- Excellent customer service skills
- Strong time management skills and attention to detail
- Flexible schedule
- Excellent communication and organizational skills
- High school diploma or GED equivalent

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