



Memo

Date: November 27, 2017

To: Pastors/Administrators and Department Heads

CC: Parish Secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position Vacancy

St. George Village in Roswell is looking for a full time **Concierge**. Candidate would need to work at least five shifts (8:00 a.m.-4:00 p.m., 8:00 a.m.-4:30 p.m., 4:00 p.m.-8:30 p.m. and 4:00 p.m.-8:00 p.m.), evenings, weekends and holidays. Must have a high school diploma or GED; one year of experience in hospitality or senior living environment; be able to lift, push and pull up to 50 lbs.; possess a strong professional appearance and positive attitude; be willing to work in a team setting and be proficient of Microsoft Office. Qualified candidates will be able to make independent decisions while following protocol; multi-task in a fast paced environment; and have at least one year of experience with multi-phone, administrative duties, customer service or resident requests and concerns. Stable job history, past experience responding to fire alarm emergencies and working security systems is preferred, but not required. Must clear a background check and drug test and have reliable transportation (**no bus service available**). We offer medical, dental and vision benefits after 60 days; evening/night/weekend differential; 401 (k) with company match dollar for dollar and up to 3% paid time off accrual after 90 days. To apply, send resume and salary requirements to sbrown@stgerogevillage.com.

Please make this announcement available to your employees and publish it in your parish newsletter and bulletins for the month of December 2017. Thank you.