

Small Giants

Front of House Concierge

The Company & Culture

Small Giants was founded in 2007 by Danny Almagor and Berry Liberman to create, support, nurture and empower businesses and entrepreneurs that are shifting us to a more socially equitable and environmentally sustainable world. Our mission is to lead our community towards Empathy and a Next Economy. That means we use business as a major tool for positive social and environmental impact, and provide people with a meaningful pathway to live a life with passion and purpose. From start-up social enterprises and large-scale social and environmental investments, to sustainable property development and a more secure food system, the Small Giants family of businesses reflects our deep passion and diverse interests. For every business we ask ourselves: Is it good for people? Is it good for the environment? Is it creating the world we want to live in?

As a private family office, we work in an intimate environment where respect and commitment to the work and each other is essential. We are a small team doing amazing things and all pitch in to help each other.

We have many businesses in the Small Giants family and this role works closely with The Sociable Weaver Group, Impact Investment Group, The School of Life and Dumbo Feather.

About the role

The Front of House Concierge position at Small Giants is pivotal to our business and our business home, which we lovingly call The White House. We are seeking part-time (4 days per week) to start immediately for a minimum of 12 months, with the potential for an extension.

The key function of this role is to provide an enlightened hospitality experience for anyone and everyone who comes into contact with our beautiful office space. If there is one thing Small Giants could be remembered for, we would love it to be our enlightened hospitality, which we define as everyone who passes through our doors feels special, cared for and safe.

Our Front of House Concierge will be in charge of maintaining the aesthetic of the reception area and the building, managing meeting rooms and co-ordinating with various parties for events being held at the White House.

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Working closely with other administrative support staff and the Small Giants Community manager, you will have the opportunity to engage in various events and meet many inspirational, amazing people.

If you have the desire to grow and shine in a role that will have you liaising with guests of the various businesses on a day to day basis with a variety of tasks, then this is perfect for you.

Key Responsibilities:

- Enlightened Hospitality and welcoming guests to the building
- Reception Duties, e.g. phone calls, mail distribution
- Meeting room bookings
- Hall Hire and Event bookings, within SG Family and externals
- Liaising with contractors for maintenance as required
- Office Management, maintaining stock levels and ordering office and building supplies
- Airbnb Property Management for 4 properties.

The Candidate

To be successful for an interview, you should have:

- A warm, empathetic, positive nature
- Excellent telephone manner and communication skills
- Professional presentation
- Be a confident communicator
- A high level of organisational and time management skills, with proven ability to multi-task, and work well under pressure
- Self-motivated, taking ownership of tasks and take pride in producing work to the highest possible standards
- Ability to work within a team and possess a 'can do' positive attitude

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Please submit your 1page cover letter and resume to Connie Wigney via email by 22nd November 2019. If you have any questions, please contact Connie via phone or email.

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