

Doorman
KANSAS CITY, MISSOURI

Copaken Brooks, LLC is a full-service commercial real estate firm headquartered in Kansas City and serving the Midwest. The company's full suite of services includes investment acquisition and sales, tenant representation and HQ relocations, condominium management, property management, asset management, development, leasing (office, retail, medical, industrial and underground), and construction management. We have over 90 years of proven experience in playing a major role in where millions of people go to work, shop, and live.

We are currently seeking an **Part Time Doorman** to be located at The Walnuts Condominiums on the Kansas City Plaza.

This Part time position will be scheduled for approximately 27 hours/week, with need for weekend availability.

Responsibilities:

This role will be responsible for assisting owners, visitors and enforcing established policies.

- Promote safety and wellbeing of all owners and visitors
- Maintain a clean, orderly lobby area
- Maintain professional appearance and conduct
- Greet and assist owners and visitors
- Admit visitors
- Manage mail and deliveries
- Any additional duties as assigned

Qualifications:

- 1+ years of relevant work experience
- High school diploma or equivalent, and additional education from a comprehensive certification program or an Associate's Degree
- Excellent communication and customer service skills

Physical Requirements:

- Willing and able to stand and walk for extensive periods of time
- Ability to lift up to 50 pounds (boxes, items, etc.)
- Working in all weather conditions

Company Sponsored Continued Education Opportunities
We offer competitive wage/benefits package
No phone calls please - EOE/M/F/D/V – Principals Only

To Apply: Qualified candidates who want to work in a fast-paced, challenging environment should send a resume, cover letter and salary requirements to hr@copaken-brooks.com. Please indicate the position for which you are applying.