

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 a full-time Concierge/Security Officer to serve as the property ambassador and primary point of contact at One Park Place located in Kansas City, MO.

Responsibilities

This position observes, reports, and responds to incidents affecting public safety, personal property, and building facilities. It exists to ensure the safety and satisfaction of residents and guests in a professional, knowledgeable, and friendly manner. It also acts as liaison between residents and property management and must maintain an in-depth knowledge of building processes and operations. Copaken Brooks offers a competitive pay, starting at **\$14.50** an hour, with consideration for experience.

- Greets and assists residents/guests entering or leaving the building, always polite, flexible, and accommodating.
- Responds and/or assists emergency responders, in emergency situations.
- Receives, logs, and secures packages delivered for residents. Ensures residents receive deliveries in a timely manner.
- Enforces rules, regulations, policies, procedures, and responds to situations requiring security assistance. Conducts foot patrol of interior and exterior areas as required by post orders.
- Maintains guest privacy and organization reputation by keeping information ***confidential***.

Qualifications

Minimum Requirements

- Able to work various shift including weekends, holidays, and extended hours as required.
- High school diploma or equivalent experience.
- Six months to one-year experience working with the public, preferably in a customer service or security function.
- A valid driver's license is required if operating a company vehicle.
- Must be able to obtain any required police commission. (If have military service, must have Honorable or Under Honorable Conditions discharge on DD-214).
- Basic computer knowledge required.
- Pass CPR & AED certification within one year of hire.
- Basic knowledge of and experience with fire alarm, CCTV and card access systems preferred.

Physical Requirements

- Ability to lift up to 25 pounds (packages, boxes, etc.)
- Some Walking: Conduct security checks, respond to calls for service.
- (Primarily) Standing for long periods of time – up to eight hours per day, (Relief periods, leaning stool or chair may be provided depending on location).
- Occasional ascending or descending stairs in an emergency.
- Occasional bending, reaching, stooping, squatting, and pushing.
- Working in all weather conditions, stressful situations, and construction environments.
- May be exposed to smoke, dust, fumes, loud noises, and machines with moving parts.
- Talking on the telephone or radio – up to 60 minutes per day.
- Stationary work at a computer terminal or keyboard – up to eight hours per day, depending on location.

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.