



*Do Better Deals.®*

**POSITION DESCRIPTION**

**TITLE:** Concierge/Security – San Francisco Tower

**DATE:** December 2016

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Copaken Brooks, LLC is the largest and oldest family-owned commercial real estate management, leasing and development firm in Kansas City. We are currently seeking a full-time and part-time **Concierge** to serve as the property ambassador and primary point of contact. 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.

Qualified candidates must have:

- High school diploma or equivalent.
- Six months to one year experience working with the public preferably in a customer service or security function.
- Recent seven years of stable work history.
- A valid driver's license is required.
- Must be able to obtain any required police commission. (If have military service, must have Honorable or Under Honorable Conditions discharge on DD-214).
- Able to work various shifts, weekends and holidays including extended hours as required.
- 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

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](mailto:hr@copaken-brooks.com). Please indicate the position for which you are applying.