AVE

Guest Services Representative (Part-Time)

Job Description

AVE is experiencing rapid growth with acquisitions and new constructions in New Jersey, the Greater Philadelphia Area, and the East Bay Area of California. We are looking for A+ players who want to grow with us.

We are a brand that commits to its team members. If you are a driven professional who embraces our values and promotes and drives our standards of excellence, you will achieve success and grow within our organization.

An AVE community is not your typical rental community. We specialize in flexible-stay accommodations that offer a unique lifestyle for business travelers, chic renters, and those whose life is in transition. We offer fully furnished corporate suites and unfurnished rental residences with unparalleled business and resort amenities and Resident Services.

What is a Guest Services Representative at AVE?

From a service prospective, you will be responsible for assisting current residents with any work orders, area information, directions, or dining recommendations. You must be able to give driving directions to clients and residents so they can find their way to our community and to area points of interest. You must have strong organizational and multi-tasking abilities, be detail oriented, and urgent follow-up skills. You must have a desire to assist others and provide superior customer service, respond quickly to all guest needs, have the ability to market the property to prospective residents and to close leases.

Our No. 1 priority at AVE is to ensure our residents' needs are met and their high expectations exceeded. Our team members must have a desire to provide an exceptional level of service. You must possess a positive attitude and passion for success.

AVE is owned and operated by Korman Communities. The Korman family has been breaking barriers in the apartment industry since it pioneered the furnished apartment in the United States at The Plaza in Philadelphia in the 1960s. Our brand has a solid reputation of creativity, integrity, market savvy and proven performance in the real estate and investment arenas.

Requirements

The ideal candidate may not necessarily have an apartment/hospitality background; however, they should have a minimum of 2-3 years customer service and face-to-face client relations. Additional qualifications include excellent verbal and written English communications skills, outstanding customer service and organizational skills, a willingness to go above and beyond the call of duty, must love customer service and find satisfaction in trying to achieve the "impossible," be able to work independently and within the team, and demonstrate computer knowledge, especially Microsoft Word.

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A very high level of inter-personal skills is a MUST.

Company Culture

AVE is a division of Korman Communities. For more than 100 years, our fourth-generation, family-owned-and-operated company has been providing seamless living, exceptional service, and unparalleled amenities at our sophisticated communities. We recognize our most important asset is our team members. We provide the opportunity to achieve success and excel within our continuously expanding company. We commit to team members who embrace our values and promote our reputation for excellence.

The Perks

-A competitive hourly rate plus incentive package.
-A fun, positive work environment.
-Growth opportunities. We're growing and you'll grow with us, if you prove to be a valuable member of our team.

Visit our website at www.aveliving.com/careers.