



Legacy is seeking a Lobby Attendant for our 47-unit condominium complex located in Ann Arbor, Michigan. The Lobby Attendant will be responsible for maintaining orderly appearance of the lobby area including mail areas, notifying residents when mail has been delivered, receiving package deliveries and notifying co-owners of receipt, and storing packages in the package room. You will also be responsible for distributing and posting notices by the Board of Directors and/or Property Management. The Lobby Attendant will also manage phone requests for access from others such as contractors and guests of residents including confirming that access is appropriate. Teamwork with the ability to work within different departments and with other staff is necessary to be successful.

Requirements:

- Previous successful experience in the hospitality industry
- An interest in gaining additional experience and advancing in the industry
- Excellent oral and written communication skills
- Ability to conduct yourself in a courteous and professional manner with all individuals
- Working knowledge of documents accessibly by iPhone
- Demonstrated ability to solve problems
- Excellent recordkeeping skills
- Demonstrated ability to follow through on all issues
- Demonstrated ability to serve the building, disregarding the potential to be swayed by personality or other influences to prioritize delivery of service to selected occupants
- Maintain a calm demeanor in the presence of several simultaneous activities
- Valid driver's license and reliable transportation are required

Qualified candidates may send their resume directly to [recruiting@legacypmc.com](mailto:recruiting@legacypmc.com).

*An Equal Opportunity Employer, our employees are our most valuable asset and Legacy is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. The collective sum of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and Legacy's achievement as well.*