

Job Description: Corporate Concierge Associate Intern

Looking to gain customer service and hospitality experience?

Looking for a place to learn and grow?

Have a strong desire to work with a growing company that supports its team members' development?

Have the opportunity to provide a valuable service to both a growing company and large corporate clients simultaneously?

Want to be exposed to strategy and management consulting, event planning, financial investments, and data analytics with the opportunity to transition to an analyst role in any of the departments for those that show interest and promise?

We are looking for a contract full-time self-motivated organized individual to join the team as a contract Concierge Associate.

Responsibilities

- Perform online research, small projects, project management, and daily administrative tasks and errands to support personal and business projects from the Office of the CEO, Strategy and Management Consulting Staff, and Event Planning staff
- Conduct projects and manage workstreams as part of data analytics support
- Manage external vendors and proposal decisions
- Research and arrange reservations and agendas for potential lunches, dinners, meetings, and conferences
- Perform office housekeeping when necessary to ensure a safe and presentable work and customer environment

Desired Qualifications

- Obsessively Compulsively Organized
- Presentable and professional behaviors
- Values development feedback to learn new skills and learns new skills quickly
- Able to be self managed and proactive with problem solving
- Know how to navigate the local Peninsula San Mateo area
- Technology savvy
- Be comfortable using technology to communicate with customers
- Experience interacting with customers
- English fluency required
- Prior customer service experience preferred
- Demonstrated proficiency with Excel is preferred
- Undergraduate degree or graduate degree preferred



Job Requirements

- Must have access to safe 4-door vehicle on a daily basis
- Must have cell phone with texting capability, preferable iphone
- Have own laptop computer is preferred, especially if a mac
- Must be at least 19 years old
- No smoking, drinking, illicit drugs

Interested parties should send resume to Careers@XelayAcumen.com

Xelay Acumen is a boutique strategy and management consulting firm serving primarily biotechnology, pharmaceutical and health care provider clients. For more information, please visit us at www.XelayAcumen.com and our Facebook and LinkedIn.