

WE ARE HIRING COMMUNITY MANAGER



Fifteen George's Quay, Dublin 2

Our ambition is to create spaces where people thrive; modern, sustainable buildings that set the standard for how we work today.

We are proud to be one of Dublin's largest real estate owners, and with scale comes the opportunity to shape our city. Our buildings form the cornerstone of neighbourhoods that enhance business life and are always inclusive vibrant places for all. As we grow, we want to continue to add expertise to our team and continually enhance our ability to meet and exceed the expectations of our stakeholders.

We are seeking a Community Manager to join our team managing the new Studio amenity spaces at Fifteen George's Quay.

Responsibilities

- Delivery of front of house services and engagement with all members of the occupier lounge, providing a hospitality led experience at all times;
- Managing a coffee bar including the preparation of beverages for members, guests and other customers;
- Management of room bookings and conferences/events including preparation of rooms, interacting with customers and organising hospitality services;
- Delivery of communications to members via various channels to both promote the lounge and to manage membership engagement.

Personal Profile

- At least 3 years hospitality or customer service experience in either a corporate environment or in the hospitality sector (hotels or event spaces);
- Proven track record in customer service and strong communication and engagement skills;
- Barista trained;
- Facilities management experience is advantageous;
- IT literate (MS Office suite) with an interest in technology and willing to embrace and implement new IT systems;
- Strong team player with a flexible and positive approach.

Number of Properties

72

Portfolio Value

€2.7bn

Total Portfolio Size

5.3m sq ft



Click here to view our portfolio

This role comes with a very attractive remuneration package including bonus, pension and private health insurance.

Full job description available on request.

If you are interested in applying for this role, please email a cover letter together with an up to date CV to careers@iput.com