



Immediate job opening for a Concierge/ Personal Assistant

La Coursière has an exciting, entry- level opportunity for a bright, resourceful, detail-oriented individual to join our company. This is a part-time position with normal business hours.

At la Coursière LLC, extraordinary service is expected and should always exceed customer satisfaction. As a concierge, you will assist customers in completing their “to do” list by running their errands including but not limited to grocery shopping, pharmacy runs, research for products, make deliveries etc... The concierge will also coordinate times against client’s request for car maintenance, waiting on utility services; furniture deliveries coming into the client’s home etc...The concierge will also assist in publication and distribution of business materials to prospective or current businesses, as well as other duties.

The perfect candidate should have a background in customer service, management or marketing. The prospective candidate must possess excellent communication skills, both verbal and written. We expect the candidate to be well mannered, respectful, and trustworthy because of the nature of this job. The candidate is encouraged to bring creativity, passion, intelligence and other skills for the company expansion. Growth potential is possible as we are a start-up company. Experience is not necessary; training will be provided. A reliable transportation is required along with a valid proof of insurance. No benefits are offered with this position. Independent contractor are encouraged to apply.

If you are interested in this position, please submit your resume at jobs@saintvdp.org.