



Full Time Concierge/Receptionist Job Posting

Copperfield Hill is a senior housing campus offering Assisted Living, Memory Care and Independent Living to over 250 seniors in our hometown of Robbinsdale and surrounding communities. Copperfield is a 30 year strong family owned and operated business and we are proud of our commitment to provide quality care and housing to those who have served us so well.

We are currently seeking a full-time, experienced, positive and compassionate concierge. Top candidates will value our residents, teamwork and reliability. Experience in providing administrative services for multiple staff/departments, managing multiple priorities and interruptions in a high traffic location is preferred.

Job duties include answering phones, greeting visitors, answering resident questions, filing, documentation, mailing and other varied office work.

If you live by the qualities outlined above and want to be part of our service to the elderly and their families, please forward your cover letter and resume to mngeru@copperfieldhill.com or apply in person at Copperfield Hill 4200 40th Ave. N. Robbinsdale, MN 55422.