

Concierge Handyman

July 2025

Northern Group is a thriving property company trading in the fastest developing area of Manchester City Centre, Ancoats Urban Village.

We are hiring a Concierge handyman to offer excellent customer service to the tenants and carry out basic maintenance tasks at our new residential development in the heart of the Northern Quarter.

Key Responsibilities

Customer focused professional to act as the face of the development, provide support the property management team, carry out basic maintenance along with offering a high standard of customer service to the tenants.

Reception Tasks:

- Meeting and greeting visitors and tenants with a professional friendly service
- Ensuring presentation of the reception and communal areas of the development are kept to a high standard at all times
- Diary management of meeting room bookings, preparation of rooms in line with client requirements
- Handling incoming post & parcels and distribute them accordingly
- Liaising directly with tenants and helping with any general queries

Caretaking & Maintenance Tasks:

- Assist with basic troubleshooting of appliances and equipment within the apartments and common areas
- Carry out regular fire alarm tests
- Carry out basic general maintenance
- Carry out basic compliance checks
- Assist in emergency response situations
- Report any issues that you are not able to resolve



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General Tasks:

- Ensure the development is secure and well-maintained
- Offer assistance to other members of the team where required
- Ensure keys are handled in line with company procedures, including signing in and out, tagging correctly, and maintaining suited systems where necessary
- Assist with access arrangements for contractors and other staff

These are the main day to day responsibilities. The list is not exhaustive and there may be other tasks that are required to be carried out.

Person Specification:

We are looking for a candidate who will:

- Work under their own Initiative;
- Take Responsibility;
- Offer first-class Customer Service;
- Be personable;
- Promote a Positive environment;

What can you expect?

- A dynamic and collaborative team
- Cool coworking Head Office in Ancoats
- Regular meet-ups and annual weekends away
- Colony Card exclusive discounts at partner brands in and around Manchester
- Free on-site parking
- Company pension
- Working hours Monday to Friday, 08:45 - 17:15
- Casual dress

Job Type: Full-time, Permanent, in-person

Pay: Up to £25,400.00 per year