

Job Title: Concierge Services Manager (Full-Time)

Company: Conglom Entertainment

Location: Houston, Texas

Position Overview:

Conglom Entertainment is seeking an experienced and service-driven **Concierge Services Manager** to oversee and elevate our guest experience across VIP events, private functions, and exclusive entertainment spaces in Houston. This role is ideal for a hospitality professional who thrives in fast-paced environments and is passionate about delivering exceptional, personalized service.

Key Responsibilities:

- Lead and manage all concierge service operations for VIP guests and premium clients
- Supervise, train, and schedule concierge staff to ensure top-tier service delivery
- Act as the primary point of contact for high-profile guests, handling special requests with discretion and efficiency
- Coordinate reservations, transportation, accommodations, and custom guest experiences
- Partner with event production, security, and hospitality teams to ensure seamless execution
- Maintain detailed records of guest preferences to enhance repeat experiences
- Uphold company standards of professionalism, confidentiality, and excellence

Qualifications:

- 3+ years of experience in hospitality, concierge services, or luxury guest relations
- Strong leadership and team management abilities
- Exceptional communication, organizational, and multitasking skills
- Ability to remain calm and solution-focused under pressure
- Flexible availability, including evenings, weekends, and holidays
- Knowledge of the Houston hospitality and entertainment scene is a plus

What We Offer:

- Full-time, stable position in a growing entertainment company
- Competitive salary (based on experience)
- Opportunities for advancement within Conglom Entertainment
- Exposure to high-profile events and clientele
- Dynamic, team-oriented work environment

If you're ready to lead with excellence and create unforgettable guest experiences, apply today to join Conglom Entertainment in Houston.

Submit your application to www.conglom-ent.com/careers