

Executive summary

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Guam Concierge Service (GCS) Executive Summary

Guam Concierge Services Company (GCS) aims to offer experienced and hospitable personal assistance personnel to individuals, apartment buildings, guest hotels and other service businesses within the expansive Guam region. Our company carries out errands such as making room reservations, office appointments, booking guests for different events and services. The GCS shall be situated along the 215 Lirio Avenue, Guam. It is apparent that the entire Guam region does not have organizations that offer concierge services, which prompted us to initiate such duties. This is because some of the companies opted for hiring many receptionists to handle the high job demands, but they could not manage to professionally assist guests. Organizations should hire our services because we will implement technological approaches in our operations that comprise of surveillance cameras and ipads. The cameras shall help in monitoring the performance and interaction of our staffs with the prospective customers at the work stations. The cameras will also guarantee customer safety and reduce the risk prevalence in the offices. One of the advantages of working with GCS is that it boasts of professional personnel who are competent in their duties. The company also offers other fringe services such as telephone operators, messengers and personal assistance to clients. As a result, it would be essential to hire the services of GCS in order to save time and enable the office workers concentrate on other productive tasks. Although GCS is a new establishment in the region, it shall ensure that clients receive professionalized concierge services that save time and resources.