



DOMESTIC PERSONNEL

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Housekeeper

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For more information:

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Position: Housekeeper
Location: Vancouver, British Columbia
Date: July 2011
Remuneration: \$35 000 to \$60 000 /year, gross
Position status: Full-time, Live-out

DESCRIPTION

Private family seeks an experienced, mature, professional housekeeper who will take charge of the different aspect of the cleaning maintenance at the villa of the employers during their vacation stay. Supervised by the estate manager, the successful candidate will:

- Daily cleaning and caring of the residence.
- Cleaning of the silver, china, crystal, fine art and delicate surface.
- Carry out washing, ironing, steaming and linens care, including hand wash delicate items like silk and cashmere.
- Make the beds.
- Unpack and pack luggage.
- Running errands and carrying out special requests.

REQUIREMENTS

- Excellent English communications skills.
- A minimum of 3 years of work experience in a private household.
- Understands that the utmost in confidentiality and discretion is required.
- Ability to work independently and as part of a team.
- Exceptional organizational skills.
- Experience with museum quality cleaning and care for antiques, silver, fine art, etc.
- Flexible hours and scheduling with availability to work as needed.
- Capacity to work long hours.
- Must have a car in good condition or ready to acquire one.
- Legally able to work in Canada.
- Have outstanding verifiable references.

QUALITIES

- Autonomous and dynamic.
- Patience, self-control and honesty.
- Adaptation capacity.
- Proactive and anticipatory, with a service heart.
- Discreet, detail-oriented, good presentation.
- Well-mannered and courteous.
- Able to build rapport and credibility quickly with principals and staff.
- Poised and professional at all times, even under pressure.



Elite Domestic Personnel

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