



DOMESTIC PERSONNEL

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A service provided by Vivez la vie

Domestic Couple

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For more information:

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Position: Domestic Couple
Location: Vancouver, British Columbia, Canada
Date: July 2011
Remuneration: \$90 000 to \$125 000
Position status: Full time, permanent and live-in.

DESCRIPTION

Private family seeks an experienced Domestic Couple to keep a large residence in permanent readiness condition. The position is live-in, full time. The successful candidates will:

- Day to day running of residence and property.
- Maintaining the house calendar and providing prior notification to the family and staff of the scheduling of events and house maintenance/repair activities.
- Menu-planning and meal preparation.
- Food and beverage service for family and guests.
- Greet visitors and guests.
- Event planning and assistance with private and social events.
- Dealing with household vendors and contractors.
- Scheduling trades, vendors and landscapers for seasonal work year round.
- Supervising the housekeeper and laundress staff, but also working alongside.
- Full participation with housekeeping, laundry, iron and wardrobe management.
- General handyman services and facilities. (including HVAC, repairs, pool, etc)
- Maintaining the general appearance of both inside and outside the home.
- Maintenance of the pool and spa.
- Chauffeuring the family when required and vehicle management.
- Procuring equipment, supplies and services and general errands. (including grocery shopping)
- Monitor household budgets and costs for vendors and trades.
- Organize and manage household inventory, closets and storage areas.
- Maintain floral and seasonal décor for holidays.
- Care of fine furnishings and finishes.
- Answering of telephone and taking messages.
- Handling special requests and related duties as needed.

REQUIREMENTS

- Minimum 5 years' experience working in a semi-formal/formal style of residence.
- Strong English communication skills.
- Experience supervising household staff as well as working with service staff and other outside vendors.
- Demonstrate an understanding of complex physical house systems (lighting, heating and cooling, security), including "smart home" systems.
- Good healthy family grade culinary skills.
- Comfortable working with computers.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide highest quality of service.
- Working knowledge of all areas of property maintenance.
- Comfortable with children and pets. (no allergies)



Elite Domestic Personnel, by Vivez la Vie

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- Flexible scheduling with availability to work evenings and weekends as needed.
- French speaking skills are appreciated, but not required.
- Exceptional references from both current and previous employers.
- Valid driver's license with clean record.
- Able to legally work in the Canada.
- Experience with event planning, floral arrangements and seasonal décor planning.
- Non-smoker. no pets.

QUALITIES

- Initiative in tackling home projects hands-on.
- Professional, polished, and discreet, maintain confidentiality at all times.
- Committed to healthy eating and lifestyle.
- Energetic with a strong work ethic, strong communication skills and ability to anticipate needs of principals.
- Exceptional organizational skills.
- Ability to work independently as well as with a team, "hands on" as necessary.

