



DOMESTIC PERSONNEL

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Butler / House Manager

Date of publication: 2011-05-19

For more information:

M. Nicolas Marion, Director of recruitment

Phone: 1 888 601-7812 ext. 223

Email: nmarion@elitedomo.com

Position: Butler / House Manager
Location: Toronto, Ontario, Canada
Date: June 2011
Remuneration: \$50 000 to \$70 000 plus benefit package
Position status: Full time, permanent and live-out

DESCRIPTION

Private family seeks an experienced Butler / House Manager to keep a large residence in permanent readiness condition. The position is live-out, full time. The successful candidates will be responsible for:

- 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.
- Food and beverage service for family and guests.
- Greet visitors and guests.
- Answering of telephone and taking messages.
- 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.
- General handyman services and facilities. (including HVAC, repairs, pool, etc)
- Maintaining the general appearance of both the inside and outside of the home.
- Maintenance of the pool and spa.
- Procuring equipment, supplies and services and general errands.
- 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.
- 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.
- Comfortable working with computers.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide the highest quality of service.
- Working knowledge of all areas of property maintenance.
- Flexible scheduling with availability to work evenings and weekends as needed.
- 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, formal table settings, floral arrangements and seasonal décor planning.

QUALITIES

- Initiative in tackling home projects hands-on.
- Professional, polished, and discreet, maintain confidentiality at all times.
- 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.

Elite Domestic Personnel

1250 Rene-Levesque West, Suite 2200, Montreal, Quebec, Canada, H3B 4W8
Phone: 514-312-7019 | Fax: 514-373-6123 | info@elitedomo.com | www.EliteDomo.com