



## DOMESTIC PERSONNEL

AMERICAS | EUROPE | MIDDLE EAST | ASIA | AFRICA

A service provided by Vivez la vie

Governess / Butler /  
Executive Housekeeper

Date of publication: 2011-08-05

---

**For more information:**

M. Nicolas Marion, Director of recruitment

Phone: 1 888 601-7812 ext. 223

Email: nmarion@elitedomo.com

---

**Position:** Governess / Butler / Executive Housekeeper  
**Location:** Old-Quebec city, Quebec  
**Date:** September 1st, 2011 (or sooner)  
**Remuneration:** \$40 000 /year  
**Position status:** Full-time, permanent position and live-out.  
Mon. to Fri., ±9:30am to 6pm

---

### DESCRIPTION

Our client seeks an experienced domestic aide / governess / butler who will mainly take charge of the different aspect of the cleaning maintenance of their residence. The position is full-time and permanent. Supervised directly by the employer, the successful candidate will:

- Day to day running of residence and property.
- Maintaining the general appearance of the home.
- Carry out washing, ironing, steaming and linen care, including hand washing delicate items like silk and cashmere.
- Make the beds.
- Organize and maintain closets.
- Pack and unpack luggage.
- Run errands including grocery shopping and carry out special requests on occasion.
- Taking care of the indoor plants.
- Greeting of visitors and guests.
- Chauffeur the family when required.
- Occasional planning and preparation of the dinner.
- Occasional homeworks supervision.
- Handling special requests and related duties as needed.
- Travel with the family for holidays.

---

### REQUIREMENTS

- A minimum of two (2) years of work experience in a private household.
- Excellent French or English communications skills.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide the highest quality of service.
- Hands-on in maintaining physical house systems.
- Good healthy family grade culinary skills.
- Have outstanding verifiable references.
- Must have a vehicle and a valid driver's license.
- Non-smoking environment.
- Must like kids.

---

### QUALITIES

- Initiative in tackling home projects hands-on.
- Professional and polished.
- Energetic with a strong work ethic, strong communication skills and ability to anticipate needs of the employer.
- Exceptional organizational skills.
- Ability to work independently.

**Elite Domestic Personnel**, by Vivez la Vie

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