



DOMESTIC PERSONNEL

AMERICAS | EUROPE | MIDDLE EAST | ASIA | AFRICA

A service provided by Vivez la vie

Domestic Couple

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For more information:

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Position: Domestic Couple
Location: Quebec city, Quebec
Date: September 1st, 2011 (or sooner)
Remuneration: \$80 000 to \$115 000/year, insurance plan and mobile phone provided.
Position status: Full-time, permanent position, live-in.

DESCRIPTION

Our client seeks an experienced domestic couple who will mainly take charge of the different aspect of the maintenance of their residence and to provide a wide range of personal services. The position is full-time, permanent and live-in. Supervised directly by the employer, the successful candidate will:

- Day to day running of residence and property.
- Scheduling and supervision of trades / vendors / landscapers for seasonal work year round.
- Dealing with household vendors and contractors.
- General handyman services and facilities. (including HVAC, repairs, etc)
- Maintenance of the pool and spa.
- Chauffeuring the family when required and vehicle management.
- Monitor household budgets and costs for vendors and trades.

- Daily cleaning and care of the residence.
- Carry out washing, ironing, steaming and linen care, including hand washing delicate items like silk and cashmere.
- Make the beds.
- Pack and unpack luggage.
- Cleaning of the silver, china, crystal, fine art and delicate surfaces.
- Organize and manage household inventories, closets and storage areas.
- Planning, preparation and service of the meals and snacks.
- Carry out washing, ironing, steaming and linen care, including hand washing delicate items like silk and cashmere.
- Organize and maintain closets.
- Run errands including grocery shopping and carry out special requests on occasion.
- Taking care of the indoor plants.
- Greeting of visitors and guests.
- Chauffeuring the family when required.
- Occasional planning and preparation of the dinner.
- Occasional homework supervision.
- Handling special requests and related duties as needed.
- Travel with the family for holidays.

REQUIREMENTS

- A minimum of five (5) years of work experience in a semi-formal / formal style private household.
- Excellent French or English communications skills.
- Must exercise discretion and maintain confidentiality at all times.
- Ability to work independently and within a team.
- Exceptional organizational skills.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide the highest quality of service.
- Flexible hours and scheduling with availability to work as needed.
- Capacity to work long hours during peak seasons.
- Démontre une compréhension pratique des systèmes mécaniques, de la gestions des fournisseurs et contracteurs.
- Experience with museum quality cleaning and care for antiques, silver, fine art, etc.
- Good cooking skills with family style food & beverage service.
- Must be comfortable using a computer and smart phones.
- Comfortable with cats and dogs. Must not have pet allergies.
- Have outstanding verifiable references.

Elite Domestic Personnel, by Vivez la Vie

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- Must have a valid driver's license with a clean record.
- Must have a current legally working status in Canada.
- Experience in event planning, flower arrangements and seasonal decoration.
- Non-smoking environment.

QUALITIES

- Patience, self-control and honesty.
- Avoir une grande passion du service, être proactif et savoir anticiper.
- Professional and polished.
- Energetic with a strong work ethic, strong communication skills and ability to anticipate needs of the employer.
- Exceptional organizational skills.



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