



DOMESTIC PERSONNEL

PLACEMENT TRAINING CONSULTATION
AMERICAS EUROPE MIDDLE EAST ASIA AFRICA

A service provided by Vivez la Vie

GOVERNESS / HOUSE MANAGER OPEN POSITION

Private family seeks an experienced, mature, professional governess / house manager who will be in charge of the overall household running at their residence of Prevost, Quebec province, (Canada) residence. The position is full-time, permanent, live-out, Monday to Friday (8:30am to 4:30pm). Annual salary is \$30 000 (+benefits), but could vary depending on experience. 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.
- Pack and unpack luggage.
- Planning and preparation of healthy meals.
- Run errands including grocery shopping and carry out special requests on occasion.
- Chauffeuering the children to/from school.
- Taking care of a small dog.
- Handling special requests and related duties as needed.

Requirements:

- A minimum of two (2) years of work experience in a private household.
- Excellent French 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.
- Must have a vehicule and valid driver's license.
- Must like kids.
- Non-smoking environment.

Qualities:

- Be proactive, energetic and ability to anticipate the needs of the employer.
- Strong work ethic and strong communication skills.
- Exceptional organizational skills.
- Professional, polished, discreet, detail-oriented and good presentation.
- Ability to work independently.

FOR INFORMATION

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