



DOMESTIC PERSONNEL

PLACEMENT TRAINING CONSULTATION
AMERICAS EUROPE MIDDLE EAST ASIA AFRICA

A service provided by Vivez la Vie

Butler / House Manager OPEN POSITION

High profile family seeks an experienced, refined and mature, professional Butler who will be in charge of the overall property running at their Kingston's residence, Ontario. Supervised directly by the employer, the successful candidate will:

- Maintain the house day to day calendar and providing notification to the family and staff.
- Maintain the general appearance of both the inside and outside of the home.
- Monitor household budgets and costs for vendors and trades.
- Deal with household vendors and contractors.
- Schedule trades for seasonal work year round for house maintenance/repair activities.
- Supervise staff, perform payroll and Human Resources duties.
- Procuring equipment, supplies and services as well as doing general errands.
- Organize and manage household inventories.
- Handle special requests and related duties as needed.

Requirements:

- Canadian permanent resident or citizenship status.
- Minimum 3 years experience working in a formal style household.
- Experience managing household staff, payroll and human resources.
- Demonstrate an understanding of complex physical house systems lighting, heating, cooling, pool, security, landscaping and "smart home" systems.
- Experience working with construction vendors.
- Strong understanding of house renovation and construction projects.
- Strong English communication skills.
- Computer skills.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide the highest quality of service.
- Flexible scheduling with availability to work evenings and weekends as needed.
- Valid driver's license with clean record.

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.
- Eye for details.

Conditions:

- \$65 000 to \$80 000 per year, plus benefits.
- Permanent, Full-Time, Live-out.
- Starting date: december, 2012 (or sooner)
- Location: Kingston, Ontario, Canada

For information:

Placement department
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