



DOMESTIC PERSONNEL

PLACEMENT TRAINING CONSULTATION
AMERICAS EUROPE MIDDLE EAST ASIA AFRICA

A service provided by Vivez la Vie

GOVERNESS / EXECUTIVE HOUSEKEEPER OPEN POSITION

Distinguished family seeks an experienced, mature, professional Governess / Executive Housekeeper who will be responsible for the daily cleaning and care of a large vacation residence in Vancouver, BC (Canada). The person must have previous experience in working full-time within a private household environment or a luxury hotel. Supervised directly by the property manager, the successful candidate will:

- Be responsible for the daily cleaning and care of the residence.
- Clean the silver, china, crystal, fine art and delicate surfaces.
- Manage high volume of laundry.
- Carry out washing, ironing, steaming and linen care, including washing delicate items like silk and cashmere.
- Organize and maintain closets.
- Pack and unpack luggage.
- Quick turnaround of bedrooms /bathrooms during maximum occupancy.
- Thorough deep-clean at the beginning /end of the season.
- Run errands and carry out special requests for the family on occasion.

Requirements:

- Minimum 3 years experience working in a formal /semi-formal setting residence or luxury hotel.
- Strong English communication skills.
- Experience with museum quality cleaning and care for antiques, silver, fine art, etc.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide the highest quality of service.
- Comfortable working with computers and communicating with a "Smartphone".
- Capacity to work long hours during peak seasons.
- Owning a vehicle is an asset.
- Must have a valid driver's license.
- Legal working status in Canada.

Qualities:

- Exceptional organizational skills and very detail-oriented.
- Energetic with a strong work ethic, strong communication skills and ability to anticipate the needs of the household.
- Professional, polished, good presentation and discreet.
- Maintain confidentiality at all time.
- Ability to work independently as well as within a team.
- Can lead staff and be hands-on at the same time.

Conditions:

- \$25 /hour (depending on experience).
- Permanent, Part-Time (2 to 4 days /week) and Full-Time (July and August), Live-out, mostly Monday to Friday.
- Starting date: March 2011 (or sooner)
- Location: Vancouver, British-Columbia, Canada

For information:

Placement department
1 888 601-7812 ext. 3
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