



DOMESTIC PERSONNEL

PLACEMENT TRAINING CONSULTATION  
AMERICAS EUROPE MIDDLE EAST ASIA AFRICA

A service provided by Vivez la Vie

## BUTLER OPEN POSITION

High profile family seeks an experienced, mature, professional Butler who will be responsible for the daily running of a large residence in Toronto, Ontario (Canada). The person must have previous experience in working full-time within a private household environment as a butler or under-butler. Supervised directly by the employer, the responsibilities of the successful candidate will be:

- Day to day running of residence and property.
- Planning and preparation of healthy dinners.
- Food and beverage service for family and guests.
- Greet visitors and guests. Answering of telephone and taking messages.
- Event planning and assistance with private and social events.
- Maintaining the house calendar and providing notification of the scheduling of house maintenance / repair activities.
- Dealing with household vendors and contractors.
- Supervising the housekeeper and laundress staff, also working alongside.
- Procuring equipment, supplies and services and general errands.
- Monitor household budgets and costs for vendors and trades.
- Maintain floral and seasonal décor for holidays.
- Driving the children to / from school.
- Handling special requests and related duties as needed.

### Requirements:

- Minimum 3 years experience working in a formal or semi-formal luxury residence.
- Strong English communication skills.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide the highest quality of service.
- Understand the utmost in confidentiality and discretion.
- Comfortable working with computers and communicating with a "Smartphone".
- Capacity to work long hours seasons.
- Like children
- Like pets (dogs and cats)
- Owning a vehicle is an asset.
- Must have a valid driver's license.
- Current legal working status in Canada.

### Qualities:

- Autonomous and Hands-on.
- Exceptional organizational skills and detail-oriented.
- Energetic with a strong work ethic, strong communication skills and ability to anticipate the needs of the household.
- Professional, polished, and discreet, maintain confidentiality at all times.
- Ability to work independently as well as within a team.

### Conditions:

- \$70 000 to \$85 000 per year, plus benefits.
- Permanent, Full-Time, Live-in.
- Starting date: January, 2012 (or sooner)
- Location: Toronto, Ontario, Canada

### For information:

Placement department  
1 888 601-7812 ext. 3  
placement@elitedomo.com



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