



DOMESTIC PERSONNEL

PLACEMENT TRAINING CONSULTATION
AMERICAS EUROPE MIDDLE EAST ASIA AFRICA

A service provided by Vivez la Vie

HOUSEKEEPER OPEN POSITION

High profile family seeks an experienced, mature, professional Housekeeper who will be responsible for the daily cleaning and care of a large residence in Los Angeles, California (USA). 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:

- Clean the silver, china, crystal, fine art and delicate surfaces.
- Carry out washing, ironing, steaming and linen care, including washing delicate items like silk and cashmere.
- Make beds.
- Organize and maintain closets.
- Pack and unpack luggage.
- Run errands and carry out special requests for the family on occasion.
- Taking messages and answering the telephone including greeting of guests and visitors.

Requirements:

- Minimum 3 years experience working in a formal luxury 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.
- Understand the utmost in confidentiality and discretion.
- 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 United States.

Qualities:

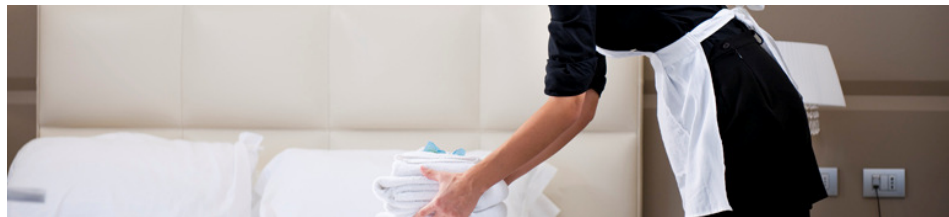
- Autonomous.
- Exceptional organizational skills and detail-oriented.
- Energetic with a strong work ethic, strong communication skills and ability to anticipate the needs of the household.
- Professional, polished, and discreet, maintain confidentiality at all times.
- Ability to work independently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

Conditions:

- \$30 000 to \$40 000 per year, plus benefits.
- Permanent, Full-Time, Live-out. (Monday to Friday)
- Starting date: January, 2012 (or sooner)
- Location: Los Angeles, California, United States

For information:

Placement department
1 888 601-7812 ext. 3
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