



DOMESTIC PERSONNEL

PLACEMENT TRAINING CONSULTATION  
AMERICAS EUROPE MIDDLE EAST ASIA AFRICA

A service provided by Vivez la Vie

## BUTLER / HOUSE MANAGER OPEN POSITION

Distinguished couple seeks an experienced, mature, professional hands-on Butler / House Manager who will be responsible for the daily running of a large residence in Toronto, Ontario (Canada). Supervised directly by the employer, the responsibilities of the successful candidate will be:

- Formal table service for family and guests.
- Sort out, store and manage an inventory of sets of china/ silver/ crystal/ flatware, arts and antiques.
- Event planning and assistance with private and social events.
- Managing the house maintenance calendar and repair activities.
- Dealing with household vendors and contractors.
- Supervising the household staff.
- Procuring equipment, supplies and services and general errands.
- Maintain floral arrangements and house decorations.
- Greet visitors and guests.
- Handling special requests and related duties as needed.

### Requirements:

- Minimum 5 years experience working in a formal residence.
- Knowledge of arts and antiques.
- Strong English communication skills.
- Exceptional organizational skills and detail-oriented.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide the highest quality of service.
- Comfortable working with computers, communicating with a Smartphone and familiar with Smarthome systems.
- Be at ease with largish dogs.
- Experience with a household accounting system, budget and payroll.
- Owning a vehicle is an asset. Must have a valid driver's license.
- Current legal working status in Canada.

### Qualities:

- Energetic hands-on with a strong work ethic and ability to anticipate the needs of the household.
- Professional, polished, discreet and maintain confidentiality at all times.

### Conditions:

- \$80 000 to \$100 000 per year, plus benefits.
- Permanent, Full-Time, Live-out.
- Starting date: February 2012 (or sooner)
- Location: Toronto, Ontario, Canada

### For information:

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



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