



DOMESTIC PERSONNEL

PLACEMENT TRAINING CONSULTATION  
AMERICAS EUROPE MIDDLE EAST ASIA AFRICA

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## BUTLER / HOUSE MANAGER OPEN POSITION

This is an exciting opportunity to provide hands-on **household management** to an executive residence located in Calgary, Alberta. The position will be responsible and accountable in the day to day running of the residence ensuring standards and overall efficiency are upheld for general interior and exterior maintenance including housekeeping, errands, basic meal preparation, and occasional chauffeur duties. This position will oversee and coordinate all aspects of the household management working within the mandates set up by the family. Supervised directly by the employer, the responsibilities of the successful candidate will be:

- Day to day organization of the residence.
- Assisting with laundry and dry cleaning services.
- Ensuring all housekeeping is completed on a daily basis, including special projects and deep cleaning.
- Maintaining care of fine finishes, furnishes, crystal/silver/china.
- Ensuring the grocery shopping is complete and occasional light meal preparation.
- Assisting with event planning for catering, décor and floral.
- Maintaining and managing household inventories.
- Wardrobe management for closets and alternations.
- Management of the wine cellar and art collections
- Greeting of guests and visitors.
- Recording telephone messages and ensuring the proper message is delivered in a timely manner.
- Overall vehicle management and chauffeur duties, as required.
- Scheduling of trades and vendors for interior maintenance.
- Occasionally assisting the gardener with exterior maintenance including landscapers and seasonal contractors.
- Occasionally travelling to vacation properties to assist with open and/or close preparation.
- Management of the budget for household items such as groceries.
- Responding to ad hoc requests from the Family.

### Requirements:

- Minimum 5 years experience working in a formal residence.
- Strong English communication skills. (verbal and written)
- Basic cooking skills.
- Exceptional organizational skills and detail-oriented.
- Physically able to handle general household work
- Must have a valid driver's license with a clean record.
- Current legal working status in Canada.

### Qualities:

- Honest and committed individual who is a self starter, having attention to detail and strong follow through from start to finish on projects.
- Ability to work under minimal direction with an emphasis on client service.
- Open to new feedback and continuous learning.

### Conditions:

- \$80 000 per year, plus benefits.
- Live-out / Full-Time / Permanent position.
- Starting date: March 2012 (or sooner)
- Location: Calgary, Alberta, Canada

### Contact:

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