



DOMESTIC PERSONNEL

PLACEMENT TRAINING CONSULTATION  
AMERICAS EUROPE MIDDLE EAST ASIA AFRICA

A service provided by Vivez la Vie

## HOUSE MANAGER OPEN POSITION

Our client is seeking a live-out **House Manager** who will be responsible for the daily running of a large executive residence in Miami Beach, Florida. Supervised directly by the employer, the responsibilities of the selected candidate will be:

- Maintaining the house calendar of events and house maintenance /repair activities.
- Dealing with household vendors and contractors.
- Scheduling trades, vendors and landscapers for seasonal work year round.
- Monitor household budgets and costs for vendors and trades.
- Supervise staff, perform payroll and Human Resources duties.
- Organize and manage household inventories.
- General handyman services and facilities. (including HVAC, repairs, pool, etc)
- Procuring equipment, supplies and services and general errands. (including grocery shopping)
- Maintaining the general appearance of both inside and outside the home.
- Event planning and assistance with private and social events.
- Chauffeuring the family when required and vehicle management.
- Answering of telephone and taking messages.
- Greet visitors and guests.
- Handling special requests and related duties as needed.

### Requirements:

- Minimum 5 years experience working in a Elite household.
- Strong English communication skills, speaking Russian is an asset.
- Experience supervising household staff as well as working with service staff and other outside vendors.
- Demonstrate an understanding of complex physical house systems (lighting, heating and cooling, security), including "smart home" systems.
- Comfortable working with computers and smartphones.
- Flexibility to work outside of strict job description parameters, thinking creatively about how to provide highest quality of service.
- Working knowledge of all areas of property maintenance.
- Valid driver's license with clean record.

### 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.
- Energetic with a strong work ethic, strong communication skills and ability to anticipate needs of the household.
- Exceptional organizational skills.

### Conditions:

- \$80 000 /\$100 000+ per year.
- Live-out / Full-Time / Permanent position.
- Starting date: March 2012 (or sooner)
- Location: Miami Beach, Florida, USA

### Contact:

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