

<b>Partenaire</b>	
<b>Référence</b>	20D1607683244
<b>Titre</b>	Housekeeper-Butler
<b>Description du poste</b>	<p>Under the direct supervision of the Ambassador:</p> <ul style="list-style-type: none"> <li>- Manage and coordinate the staff of the Residence (head chef and waitress / laundry woman)</li> <li>- Specifically look after arrangements, coordination and services to ensure the smooth running of the Ambassador's receptions (lunches, dinners, cocktails...)</li> <li>- Ensure the logistics management of the Residence, in collaboration with the maintenance agent</li> <li>- Ensure compliance with hygiene and safety standards</li> <li>- Daily care and maintenance of the premises of the Residence and of the private apartment, in pair with the laundry woman</li> <li>- Inventory and maintenance of decoration, furniture, tableware (silverware, crockery, glassware...)</li> <li>- Ensure control and maintenance of reception equipment</li> <li>- Stock control and maintenance/oversight of product storage areas (food, cleaning and maintenance products)</li> <li>- Manage representation expenses, in collaboration with the Head of Mission's secretary</li> <li>- Provision and service of daily meals for the Ambassador and his family, if and when required</li> <li>- Implement partnerships with external actors for the use of the residency</li> <li>- Manage the Residence's agenda, in collaboration with the Ambassador's secretariat</li> </ul> <p>Start date: January 1st 2021</p> <p>Should you wish to apply, please send your CV and a cover letter to the following e-mail address: <a href="mailto:sga.dublin-amba@diplomatie.gouv.fr">sga.dublin-amba@diplomatie.gouv.fr</a></p>
<b>Type de contrat</b>	Emploi
<b>Rémunération</b>	30-40/ KEuros/an
<b>Société</b>	French Embassy in Ireland
<b>Localisation</b>	Dublin
<b>Pays</b>	Irlande
<b>Profil recherché</b>	<p>Training and / or professional experience:</p> <ul style="list-style-type: none"> <li>-Graduate from the hospitality business</li> <li>-Experience of service functions within formal structures and/or prestigious establishment appreciated</li> <li>-Good computer and management skills</li> </ul> <p>Required language:</p> <ul style="list-style-type: none"> <li>-Good standard of English</li> <li>-French required</li> </ul> <p>Other:</p> <ol style="list-style-type: none"> <li>1.Excellent presentation</li> <li>2.Absolute discretion and confidentiality</li> <li>3.Very good adaptation and responsiveness capacity, as well as anticipation skills</li> <li>4.Excellent organisation skills, rigour</li> <li>5.Team spirit; substantial interpersonal skills</li> <li>6.Knowledge of professional obligations relating to health and safety and their strict enforcement</li> <li>7.Driving licence</li> </ol> <p>Salary / Benefits:</p> <ul style="list-style-type: none"> <li>-Gross monthly salary: €2 688</li> <li>-Possibility of pension funds with employer participation</li> <li>-Possibility of complementary health cover with employer participation</li> <li>-30 days paid leave</li> </ul>

-Accommodation on site may be possible later in the year within the framework of an agreement granting temporary occupation

Schedules and particular constraints (obligations, availability etc.):

-Weekly hourly volume: 36h

-High availability and flexibility: regular early morning and evening work, sometimes weekends

-Frequent furniture and hardware handling: applicant must be able to lift and carry heavy objects

**Secteur** Hôtellerie - Restauration - Tourisme

**Langues** Anglais