

DONAGHMORE INVESTMENTS LIMITED

requires a

PRIVATE HOUSE MANAGER

An experienced full-time House Manager is required to manage all aspects of a large private household. The successful candidate must be prepared to work to a demanding schedule, as they will be required to work extended hours, including evenings, weekends and public holidays.

The applicant must have at least 10 years proven management experience in a similar role and have the ability to work as a hands-on manager for all areas of the full-time operation of the house and guest cottages.

The responsibilities of this position will include the supervision of all permanent and part time house staff and co-ordination with garden and maintenance staff, ensuring that all duties are carried out to an exacting standard.

The position will involve all aspects of the organisation of large scale entertaining, including menu planning; therefore a broad knowledge of international cuisine and fine wine is essential. Experience of international protocol is required, as the candidate will be expected to meet and co-ordinate all matters for international business clients and guests.

The successful applicant must be able to develop and control the household budget and manage all household accounts with demonstrated capability for these matters.

Experience in dealing with all aspects of household operations and housekeeping are required for this position with knowledge of the care and upkeep of antique and fine furniture, silver, crystal and fine linens as a necessity.

Meticulous attention to detail and extremely good communication skills are essential qualities for this position.

Applications must be made in writing, marked confidential and must include a resume and written references. Closing date for applications is March 14, 2015.

P.O. Box HM 1252, Hamilton HM FX
(Ref: DEM-FJS)