

# Expertise

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## Executive Live-In Housekeeper

Argo Group requires an experienced live-in Executive Housekeeper for their Corporate home. The successful candidate will be responsible for managing the household and taking ownership for the day to day duties; work a minimum of 25 hours/week; and work extended hours when the family is on island which will include: evenings, weekends and public holidays. Excellent benefits will be included in the compensation package.

### **Key Responsibilities Include:**

- Overall upkeep and cleaning of the executive home including; ironing and laundry duties
- Responsible for interacting with the local service providers
- Some grocery shopping and meal preparation
- Support and assist the executive and his family
- Other relevant ad hoc duties as required in order to support the executive; this may include but not limited to, helping the office administrator with the organizing and liaising with caterers' during executive meetings

### **Required Minimum Skills, Qualifications & Experience:**

- Mature and reliable individual with at least 3 years of proven experience as a housekeeper within an Executive household
- Outstanding customer service skills
- A pro-active nature and the ability to problem solve household issues
- Ability to work without or minimum supervision
- An honest, trustworthy, and respectful character
- Excellent communication skills
- Must have a valid Bermuda's driver's licence or a willingness to obtain it

Please submit your detailed resume and two written references to [bdajobs@expertise.bm](mailto:bdajobs@expertise.bm).

All enquiries will be dealt with in strict confidence.

Closing Date: June 1, 2015