



LIVE-IN Couple: Housekeeper/Gardner Handyperson

Close Date: January 22, 2016

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MAXIMIZE your opportunity

We are seeking a Live-In Couple who can successfully care for, maintain and govern a large and complex executive residence. The successful couple will have mastered all aspects of managing a residence to an impeccable standard and provide top quality service to the principals and their guests. The couple will act in the best interests of the Owners knowing proper etiquette both when in and out of residence resulting in a seamless running of the day to day functions of this executive residence.

What will your essential responsibilities include?

Housekeeping duties:

- Carrying out household duties to a high standard covering all aspects of cleaning silver, brass, windows, floors, care of rugs, etc.
- Excellent personal and household laundry services to include ironing to an executive standard
- Ensure that the residence is adequately stocked with appropriate provisions
- Assist with planning, preparation and serving of meals, when requested; and be available to assist with organizing and hosting of dinner parties and social functions, in both formal and informal settings

The Gardner/Handy Person duties:

- Manage the maintenance and upkeep of a large residence including its extensive grounds
- Ensuring appropriate lawn care is carried out including the appropriate planting and care of flowers, decorative plants, fruit and vegetable gardens
- General interior and exterior maintenance duties to include painting, plumbing and electrical work
- Organization and management of other external workers to ensure the smooth running of the residence

UNLEASH your potential

We're looking for a couple who have these abilities and skills:

- A minimum of 5 years related work experience in managing similar large properties
- Trustworthy, with a strong work ethic, work independently, reliable, in good health and be professional in carrying out their duties along with a proven track record of excellent maintenance and domestic support skills. Knowledge of butler services is preferred
- Expected to work flexible hours and be prepared to work evenings, weekends and public holidays whilst the principals are in residence and be responsible for the safety and security of the residence in their absence
- A valid Bermuda Driver's license or the willingness to obtain the same. Although there are currently no pets on the premises this is the subject to change therefore, candidates must be pet friendly
- Background checks will be carried out on qualifying candidates and only those meeting the requirements will be interviewed

Interested in this role?

Please email your application to: bermudahumanresources@xlcatlin.com

Be sure to:

1. Include the Title in the email subject.
2. Attach your current resume/CV to the email.
3. Send your email before the posting closes (date listed above).

DISCOVER your future

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