

House Manager (permanent position after trial period)

Work location: Residence of the Consul General of Japan

Job description: The Consulate General of Japan in Montreal is seeking a house manager to run various tasks at the official residence of the Consul General of Japan. This role will require leadership for management of the staff and the overall functioning of the residence, an ability to communicate smoothly, wait service experience, Word and Excel software proficiency (correspondence and accounting), conducting basic Internet research and obtaining estimates, as well as fundamental qualities of professionalism, interpersonal skills, courtesy, and punctuality.

Main tasks: The duties and responsibilities of the position include, but are not limited to:

- Tending to main responsibilities as Consul General's residence house manager, coordinating and doing tasks pertaining to:

- The Consul General
- Members of his/her family (when needed)
- Guests
- Other staff

- Communicating and liaising with residence staff and Consulate General (office) staff via:

- The Office of the Consul General
- Diplomatic Staff
- Local Staff

- Managing and allocating residence staff tasks, participating in them when needed, including:

- Preparations for formal meals and receptions
- Cleaning, sorting, and other housework
- Maintenance and gardening
- Assisting with the needs of the chef

- Completing administrative tasks related to the official residence (budgets, estimates, orders, resupply, special scheduling, etc.)

Required qualifications:

- Wait service experience (table, bar, standing)
- English and French proficiency (spoken and written)
- Canadian citizenship or permanent residence status, no working visa support
- Essential abilities to use Word and Excel software, as well as the Internet
- Diligence, courtesy, and discretion

Salary (monthly paid): According to criteria set by the Government of Japan

Advantages: Paid holidays and social benefits. Details will be explained during the interview.

Hours per week: 35 hours a week, Monday to Friday, from 9:00 to 17:00, including breaks. However, this schedule may be subject to change, and late-evening overtime work may be requested several times a week; additionally, some early mornings, and a few weekends may be required. Overtime hours are duly paid.

- To apply, please send your resume by email to this address: general@mt.mofa.go.jp by or before November 9, 2022, at the latest. If the file exceeds 10MB, please divide it into two (or more) parts prior to sending.
- Please write "House Manager" in the subject of your message. Resumes should be sent as Word or PDF files. Only selected candidates will be contacted for an interview by November 14, 2022, at the latest.