



**FULL-TIME LIVE IN / OUT HOUSE MANAGER JOB
HOUSE MANAGER I BUCKINGHAMSHIRE
Salary: Negotiable**

PHS Jobs 2222

Our new clients, a friendly family of 4, are looking for an experienced House Manager to join their household. The family live in a fairly big property in Buckinghamshire, Greater London.

The house manager will be responsible for ensuring the smooth running of a household, including supervising household staff (3 housekeepers and gardener). The successful candidate is expected to be experienced, well-organized, well-mannered, energetic and has great attention to details as well as excellent time management and organizational skills.

The position has live in and live out option. A separate one-bedroom flat will be provided for the right candidate.

If you are a responsible, hardworking, trustworthy, detail – orientated, honest and reliable person looking for a long-term commitment, Full time House manager Job Buckinghamshire is for you!

As one of the top-rated domestic staffing agencies, we help job seekers to find Full time House manager Jobs Buckinghamshire for more than 15 years. We are one of the top domestic staffing agencies in Buckinghamshire. If you are looking for Full time House manager Jobs Buckinghamshire, here's your moment.

Type: LIVE IN / OUT FULL TIME HOUSE MANAGER JOBS BUCKINGHAMSHIRE

Working days: Monday-Friday

Working hours: 9.00-19.00

Salary: Negotiable

Location: Buckinghamshire, Greater London

Language: English

Starting date: ASAP

Duties of full time House manager may include but not be limited to:

- Ensuring the smooth running of a household and servicing of principals and guests, usually supervising others but also providing service.
- Engaging and overseeing outside contractors, service providers and suppliers.
- Overseeing household staff including hiring, firing, payroll management and performance reviews.
- Writing of household manuals and policy documents for owner's approval.
- Staff training and development, financial management, budget administration, and purchasing.
- Household project management.
- Maintenance of the property on a regular basis.
- Maintaining security and communication systems and record keeping
- Regularly interacting with owners to maintain direct communication and compliance with their needs
- Ensuring efficiency, harmony, and high morale throughout the household

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- Organising of social and family events
- Caring for household's guests and visitors
- Serving of wines and other drinks
- Serving of refreshments and meals
- Caring for silver, china, antiques, marble and other specialist items
- Taking on duties of a valet, chef, housekeeper, nanny, pet minder, gardener, or chauffeur if required, oversee gardener duties
- Cooking responsibilities; Plan – menu weekly/ shopping list/ guests cleanliness in the kitchen and gadgets etc. of high standard

Only candidates who have the eligibility to work in the UK will be considered for this role.

Requirements for a Personal Housekeeper job:

- At least 3 years of relevant experience
- UK work permit
- DBS check
- Checkable references

If you are personally interested in the vacancy or are aware of another potential candidate who may be interested in such a vacancy, please apply via the website or email. You can also call our Head Office +44(0)204 577 0066 (108) and ask for Maria.