

Vacancy: Ambassador's Residence Household Manager/Butler

The Japanese Embassy in Austria is offering a vacant position for a service-oriented and reliable Household Manager/Butler at the Ambassador's Residence in Vienna.

1. Functions and duties

The Household Manager/Butler is at the service of the Ambassador and his family, represents the interest thereof vis-à-vis the Austrian and other diplomatic services and is responsible for the long-term care and daily housekeeping of the Ambassador's residence.

This includes inter alia:

- Taking care of guests and providing services at all official events in the residence.
- Planning, preparation, set-up, service and clearing at meals and events, under the instruction of the Ambassador.
- Eventual coordination of the services of the staff of the residence.
- Organisation and supervision of additional service staff at receptions and meals.
- Maintenance of the infrastructure of the residence (telephone, electricity, gas, heating, WC, garden, internet, necessary facilities and equipment, etc.), closely coordinating hereby with the Administration section of the Embassy.
- Control, maintenance and procurement of commodities and other needs of the residence.
- Control of visitors and suppliers to the residence, receipt of mail and other deliveries.
- Supervise contractors and maintenance work carried out at the Residence.
- Answering telephone calls, greeting and announcing the arrival of guests.
- Maintain all linens, silverware, glassware, and ceramic ware.
- Ensuring the hygiene and cleanliness of the residence.
- Perform miscellaneous duties as needed (i.e. assisting colleagues, running errands).

2. Qualification Requirement

- (1) Fluency in both German and English.
- (2) Sufficient knowledge and professional experience in a comparable position.
- (3) Valid residence and work permit in Austria.
- (4) Proper and respectful service for guests.
- (5) Health, motivation, loyalty and a constructive attitude to work.
- (6) IT and computer-related knowledge.

3. Application documents

- (1) Curriculum vitae and cover letter (letter of motivation)
- (2) 1 photo
- (3) ID card(copy) (with photo)

(4) Passport (copy)

(5) Non-EEA nationals: Documents proving eligibility to work (copy)

Please note that the submitted documents will not be returned. Applications that do not meet the above requirements will not be considered. Only those applicants who are invited to a personal interview will be notified approximately 2 weeks after the application deadline.

4. Terms of Employment

(1) Working hours: Monday to Friday from 08.00 to 16.30 (overtime possible)

(2) Lunch break 1 hour

(3) Monthly gross salary (incl. tax and social security contributions) from approx. 3000 euros (depending on relevant skills and experience)

(4) Allowances are paid for the overtime worked, or compensation ensured

5. Application deadline and contact details

Please send your application with the required documents listed under point 3 by e-mail or post to one of the addresses below: (Applications must be received by Friday, 30 September 2024)

(1) By e-mail: yutaka.hiraren@mofa.go.jp

For larger data volumes, please split your documents into several e-mails.

(2) By post: Embassy of Japan, Heßgasse 6, 1010 Wien

Please write on the front of the envelope in red letters: "Application documents Embassy Butler"