

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2013-10

OPEN TO: All Interested Candidates
POSITION: Butler (as *Domestique privé*)
WORK HOURS: 40 hours per week
OFFICE: Official Residence (Mies)
OPENING DATE: September 24, 2013
CLOSING DATE: October 8, 2013

SALARY: Dependent on qualifications and experience. Compensation includes a transportation allowance and housing allowances, AVS and private pension coverage, accident insurance, vacation and sick leave benefits, etc.)

ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Incumbent will provide the care and maintenance of representational areas along with serving at all representational and personal events at the official residence.

MAJOR DUTIES AND RESPONSIBILITIES:

Provides household cleaning and maintenance of the representational areas at the Official Residence. Greets VIP guests, serves at various events. Maintains inventories. Serves meals to family members and guests. Prepares table seating, name cards and menu cards for rep events. Assigns tasks to staff supporting the event regarding table assignments, flow of food etc.

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

QUALIFICATIONS:

- **Education:** Completion of secondary/vocational school.
- **Experience:** 2-3 years of prior experience as a butler is required.
- **Language:** Level III French (good working knowledge) and Level III English (good working knowledge) required.

- **Skills:** High standards of excellence, attention to detail, Able to work under pressure. Flexible with work hours. Must be professional in manner and appearance. Must be highly motivated, well organized and work well with other staff. Must possess a valid driving license.

SELECTION PROCESS

Applicants must be eligible for employment under Swiss labor laws and regulations and **successful completion of security investigation and valid medical certification.**

TO APPLY

Interested candidates for this position should submit a complete and current resume or CV.

SUBMIT APPLICATION TO:

Human Resources Office
email address: GenevaHR@state.gov

Important: This is a job opportunity announcement for Contractual Employment as Domestic Staff (*Domestique privé*) working in a private residence.