

Job #057 Executive Housekeeper/Personal Assistant for Miami Beach Residence



Seeking an experienced Executive Housekeeper with Personal Assistant experience to work in Miami Beach residence for a couple without children.

This position is full-time and live-out or live-in. A vehicle will be provided for household purposes.

Position Title: Full-Time, Live-Out or Live-In Executive Housekeeper/Personal Assistant

Location: Miami Beach with travel to France

Schedule: Monday to Friday, flexibility with time

Salary: Based on Experience, medical benefits, vehicle, cell phone

Experienced Executive Housekeeper with Personal Assistant capabilities required by couple in Miami Beach. This is available immediately for the right person.

Duties and Responsibilities:

- General housekeeping
- Careful and safe cleaning and maintenance of the home using surface-safe products
- Employing a top to bottom, right to left cleaning methodology while paying attention to ceiling areas and removing cobwebs
- Vacuuming, safe mopping and drying of floor surfaces
- Laundry, ironing and folding. Checking all labels prior to laundering. Care paid to fine garments.
- Changing bed linen on a weekly basis. Ironing of bed linen.
- Regular cleaning of dryer lint traps
- Replacing bathroom towels and bath mats on a daily basis
- Preparing nutritious meals for the Principals
- Occasional assistance with entertaining and greeting people
- Inventory management to include toiletries, cleaning products, fresh and dry grocery items
- Errands and grocery shopping
- Prior to grocery shopping, weekly deep-cleaning of refrigerator and reorganization
- Weekly cleaning of small kitchen appliances

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- Wardrobe management and organization to include seasonal clothing rotation
- Management and organization of storage areas
- Answering the telephone and taking accurate messages
- Report any household problems, malfunctioning items to the Principals as soon as possible or contacting the vendors directly
- Directing and supervising trades and vendors, while being mindful of security
- Receiving packages and deliveries and placing them in designated area
- Check for spots, stains, scratches and marks on furniture, floors, countertops, etc. Report to Principals.
- Personal Assistant responsibilities like booking flights, hotel and restaurant reservations
- Producing itineraries
- Special and deep-cleaning projects
- Detailing of the home prior to leaving
- Making sure that the home is locked and the security alarm is on prior to leaving
- This is a dynamic job description and will change as the family grows and evolves

Skills and Aptitudes:

- A minimum of 5 years' housekeeping experience in a professional home
- Experience working as a Personal Assistant
- Experience in the care and maintenance of fine surfaces, furniture and artwork
- Good laundry, hand-washing, and ironing skills
- Driving is a must. Vehicle can be provided if required.
- Cooking is an asset but not a dealbreaker
- Knowledge of correct table setting and service
- Must be able to work both independently and follow check lists
- Must be punctual and dependable
- Show initiative and be energetic
- Must be an organized worker with an eye for detail
- Should have a happy and positive attitude
- Must have good listening skills
- Good command of English (written and spoken)
- Ability to communicate with Principals via telephone, text, and/or email is a must

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- The ideal candidate is intelligent and not afraid to ask questions
- Able to travel with the family to their home in France
- Familiarity with Microsoft Office programs
- Experience managing filing systems
- Must be willing to sign a confidentiality agreement
- Must be legally qualified to work in the United States