



PR/096810 | Household Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1583819

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

The Company

Our client is a regional organization with operations across Asia, supporting senior leadership and business operations through professional administrative and operational teams.

The Role

We are looking for an experienced Household Manager to oversee the daily operations of a private residence and ensure smooth coordination of household activities. This role involves managing household staff, coordinating maintenance and logistics, and maintaining a well-organized living environment for the Principal and family.

Key Responsibilities

- Oversee day-to-day household operations and scheduling
- Coordinate household events and personal arrangements
- Arrange appointments and manage logistics for personal matters
- Manage and supervise household staff, including housekeepers, chefs, nannies, and drivers

- Coordinate home maintenance, repairs, and vendor management
- Oversee household administration including bill payments, inventory management, and records
- Manage household supplies and procurement, ensuring efficient resource planning
- Support travel logistics and arrangements when required
- Develop and maintain household procedures, vendor directories, and operational guidelines

Requirements

- Prior experience in household management, estate management, hospitality, or similar roles
- Strong organizational and coordination skills
- Ability to manage staff and household operations efficiently
- High level of discretion, professionalism, and attention to detail
- Strong communication skills and ability to understand lifestyle preferences
- Proficiency in Microsoft Office and documentation management
- Butler or hospitality training is an advantage

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Jonathan Gouw
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R22108517

#LI-JACSG #countrysingapore

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Company Description