



PR/096810 | Household Manager

募集職種

人材紹介会社

ジェイエイシーリクルートメントシンガポール

求人ID

1583819

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2026年06月02日 07:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブ

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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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会社説明