



PR/094453 | Household Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1504874

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:13

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client, a family office supporting an international high net worth family. Currently, the team is looking for a House Manager to join their admirable team.

Responsibilities:

1. Ensure all properties are fully functional and ready for guests, including maintaining a thorough cadence of regular operational tests and maintenance, as well as scheduling, coordinating, and overseeing relevant vendors.
2. Manage properties excellently by establishing and managing short- and long-term property operational strategies including maintenance plans, obsolescence, and Capex plans.
3. Coordinate shipping/freight of high value items from and to other location
4. Respond as necessary to security and/or property related issues and handle them with discretion and with the appropriate resources and/or authorities.
5. Establishing and managing scope, schedule, milestones, and budget for both large and small projects simultaneously
6. Ensure relevant properties have all requested and necessary supplies on hand for guests.
7. Develop overall, integrated plans for project logistics, management of budgets, expenditures, and schedules.
8. Collaborate with the team to build out monitoring and evaluation, tracking, and reporting mechanisms on Real Estate

work.

9. Establish and maintain property operational budgets while managing vendors to ensure that money is spent wisely.
10. Work with the Real Estate team to prepare sufficient reports for stakeholders.
11. Maintain and distribute property manuals for guests to efficiently operate property.
12. Support efficient setup for any special events this includes offering guidance to housekeeping staff, caterers, or other vendors as well as facilitating special requests
13. Ensure the office and its facilities are fully functional, well maintained, and ready for employees and guests to consistently work from, including maintaining a thorough cadence of regular operational tests and maintenance, as well as scheduling, coordinating, and overseeing relevant vendors with minimal disruption to staff
14. Detailing any site-specific education that guests may need to have a comfortable stay
15. Respond to issues as they arise effectively and efficiently, including communicating status, and managing outcome from problem perception to remediation.
16. Ensure the office is compliant with all local regulations and safety requirements.
17. Manage office space excellently by establishing and managing short- and long-term property operational strategies including maintenance plans, obsolescence, and Capex plans
18. Establish and maintain property operational budgets while managing vendors to ensure that money is spent wisely.
19. Special / Ad hoc Projects supporting light administrative duties at main office.
- 20.
21. **Requirements:**
22. 10 years of residential or commercial property management experience
23. Minimum a degree qualification
24. Previous experience with providing white-glove support to occupants and guests
25. Able to work independently and great interpersonal and communication skills

If you are interested in this role, please click on Apply Now or alternatively, email your updated resume with your availability and expected salary to tiffany.wong@jac-recruitment.com OR corpsvcs.sg@jac-recruitment.com

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd. EA Licence Number: 90C3026

Personnel Registration Number: R22110815

Wong Sook Leng

Company Description