**Job Vacancy**

**Housekeeper**

The Australian High Commissioner is seeking a highly motivated person to fill the position of Housekeeper at his official Residence.

**Skills required:**

* At least 2 to 4 years of experience as a Housekeeper.
* The successful candidate will have an ability to work well as part of a small team and good interpersonal and communication skills in English and Bahasa Malaysia.
* The Housekeeper is required to maintain high standards of housekeeping and assist with food and beverage service at the Residence of the High Commissioner.

##### KEY TASKS

Representational:

* Reception of guests.
* **In consultation with High Commissioner and the chef**, assist with representational functions including setting the table/s, arranging clearing of furniture, serving of food and drinks and cleaning up of crockery and cutlery.
* Answering the telephone and taking messages.

##### General duties (downstairs only) – in cooperation with other staff

* Cleaning all areas downstairs including the guest toilets, terrace and bar area and vacuuming carpets and stairwell to upper floor.
* Sweeping and mopping floors downstairs.
* Tidying, dusting and polishing furnishings in all the downstairs areas.
* Cleaning of windows and sliding doors downstairs: inside and out.
* Cleaning all ceiling fans on the terrace.
* Serving meals to residents as required and clearing table when diners have finished.
* After meal clean up in the kitchen.
* In consultation with the Chef, all maintenance, repairs and replacement needs are reported promptly to the High Commissioner.

**Supervision**

* Supervise visiting gardener, contractors and workmen.
* Supervise inventory of household items.

**Working Hours**

* Monday to Friday, 40 hours per week.
* After-hours work with representational functions as needed, including occasionally on weekends and weekday evenings. Where after hours work required, time-off-in-lieu will be offered.

**Remuneration package includes:**

* Salary will be RM2620.00 per month.
* Comprehensive medical health insurance and accident insurance
* Uniforms & Accommodation
* Annual & Medical leave entitlements

**Interested applicants must submit a CV and include a statement addressing their skills and experience. Applications should also include the name, address, email and phone numbers of two referees who may be contacted for further information.**

**Your completed application package must be emailed by 5:00pm, 14 November 2021 (Kuala Lumpur time) to** [ahcklrecruit@dfat.gov.au](mailto:ahcklrecruit@dfat.gov.au)

**Late or incomplete applications will not be taken into consideration.**

**We thank all applicants for their interest; however only those selected for an interview will be contacted.**