

Opening for Housekeeper at Ambassador's Residence

The Embassy of Japan is seeking strong candidates for the position of housekeeper at Ambassador's Residence.

Interested candidates should submit their resume with a cover letter addressed to the Embassy's Human Resources Desk by January 6, 2020 via email: general@ot.mofa.go.jp

1. Job Summary

Primary duties include the following;

- Housekeeping (especially laundry, cleaning, ironing, etc.) at the Ambassador's residence
- Serving of daily meals and assisting in engagements at the residence
- Handling of telephone enquiries and receiving of guests to the residence
- Assisting the Ambassador's cook in his duties
- Inventory management
- Other duties as designated by the Embassy

The housekeeper at Ambassador's Residence may also be asked to work after business hours or on weekends, in order to assist with the hosting of Ambassador's receptions.

2. Date and period of employment

One year contract commencing in July, 2020 (the exact date is to be determined), renewable if completed with good working performance. The new employee is required to complete a probation period of three months immediately after the date of initial employment, which is subject to an extension of up to six months. Upon successful completion of probation, the employee shall be received as a regular employee.

3. Qualifications

- Sufficient command of the English language
- Good communication skills and a cheerful, pleasant and positive attitude
- Good knowledge and experience of housekeeping and maid service
- High School diploma; and one to three months related experience and/or training; or an equivalent combination of education and experience
- Strong interpersonal skill and proven ability to work within a team
- Flexibility and ability to adapt
- Canadian citizenship or permanent resident status in Canada
- Valid police record check

4. Employment Conditions

- Working hours: varied shifts, 8:00 – 16:00 or 12:00 – 20:00 (with an hour meal break), Monday – Friday, except Embassy holidays
- Leave: annual leave and sick leave with pay
- Benefits: long-term disability insurance, Canada Pension Plan, dental insurance
- Salary: to be determined according to qualifications and experience

For further information, please call Vanny Eav at (613) 241-8541.

Please note that only those candidates selected for interviews will be contacted.