

JOB OPPORTUNITY

The Embassy of Japan is seeking a highly motivated, professional individual for the position of Butler at the Residence of the Ambassador of Japan.

Job Description:

- Preparation and set-up for events, Reception and cossetting of guests, Serving food and drinks to guests
- Ensuring the overall upkeep of the property, Supervising and instructing the residence maid and security team, Reporting to the Ambassador and embassy official
- Other duties as directed

Working hours are 8:30 to 12:30 and 13:30 to 17:15 (Mon-Fri)

Lunch break from 12:30 to 13:30.

Salary varies according to education and work history.

Start date: **July 16th , 2024 (Adjustable if a longer notice period is required)**

Minimum Requirements:

- Valid legal status to work in Barbados.
- At least two years of professional work experience in related fields.

Qualifications to be considered:

- High motivation and professional manner
- Excellent communication skills, and ability to work independently and in a team.
- Ready to work overtime and in high stress situations.
- Good administrative skills (scheduling, organizing, time management)
- Knowledge of Barbados' social culture, customs and etiquette is essential

Applications must be submitted (by email) by June 23, 2024.

Interested candidates should submit:

1. A detailed Curriculum Vitae (CV), including 2 references with contact information.
2. A Cover Letter explaining how he/she is able to meet the requirements for the position.

Shortlisted applicants will be contacted for an interview.

E-mail: Application@rt.mofa.go.jp

Subject: Job Application YOUR NAME