

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 and serving food and drinks to guests.
- Ensuring the overall upkeep and maintenance of the Residence, including cleaning duties for the interior and garden.
- Meticulous inventory management and maintenance of all Residence assets.
- Managing stock and maintaining adequate supplies of household consumables
- Assist Embassy staff and officials with their relocation (arrival and departure support).
- Supervising and instructing the residence maid and gardener.
- Reporting maintenance and repair needs to the Ambassador and designated Embassy official
- Other duties as directly instructed.

Reporting and Supervision Structure:

- Daily Work Instruction and Reporting: The Ambassador and spouse (for matters related to hospitality, guest relations, and daily management of the Residence).
- Administrative Management and Contractual Matters: The Administration Section of the Embassy (purchasing of goods and matters regarding property management and maintenance).

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: January 19th, 2026 (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.
- Knowledge of Japanese is not mandatory but highly advantageous.

Applications must be submitted via email by December 19, 2025.

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, including the reason for application (Statement of Purpose).
3. Shortlisted applicants will be required to provide a Police Certificate of Character issued by The Barbados Police Service

Shortlisted applicants will be contacted for an interview in early January 2026.

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

Subject: Job Application – Butler- YOUR NAME

Tel: 538-5700