



VACANCY ANNOUNCEMENT

FY13-L04

The U.S. Ambassador in Luxembourg is looking for a full-time (m/f)

RESIDENCE MANAGER

to work at the Ambassador's residence

A. Major Duties and Responsibilities:

The Ambassador's Residence Manager ensures the smooth operation of the Chief of Mission Residence (CMR) through management of the household staff, coordinating services and deliveries, assisting with event planning and preparations, and maintaining expense records and accounts. Ensures the Household staff upholds the Ambassador's standards and carries out the Ambassador's wishes. Is expected to be present at the CMR during all official daytime and evening events and may be required to be present for various personal events as well. Reports directly to the Ambassador or anyone designated by the Ambassador to act on his behalf.

B. Qualifications Required for Effective Performance

Education: College education with vocational training in office/hotel administration.

Work Experience: Minimum 5 years experience in a similar position in a hotel or similar institution.

Language skills: Fluency (level IV) in English and French.

Abilities and Skills: A basic knowledge of bookkeeping and Luxembourg and American protocol policies. Must be resourceful, have strong interpersonal, organizational, and leadership/supervisory skills. Must ensure a professional and respectful environment among residential and Embassy staff, vendors, and guests. Must be flexible and able to manage a household staff and a quickly changing agenda.

Note- The selected person will be a personal employee of the Ambassador, not an employee of the U.S. Government.

*Interested candidates are invited to submit their application **in English** through the website of the U.S. Embassy: <http://belgium.usembassy.gov/jobs.html>. Applications will be considered as they are received, and interviews will be arranged for qualified applicants. Applicants who are not invited for an interview and/or test may assume that their application has not been retained for this particular position.*