

ASSISTANT TO BUTLER OPEN COMPETITION

Last day to submit application: **Friday, 20 March, 2015**
(E-mail to julia@sn.mofa.go.jp)

POSITION DESCRIPTION

Position: Assistant to Butler

Employment: Two-year contract

Hours of operation: 48.0 hours per week, 6 days a week

Ability and willingness to work overtime when required

SCREENING REQUIREMENTS

- Proficient in English

JOB SUMMARY

Assistant to Butler

ABILITY

- Experience in Japanese & Western style food serving
- Support at kitchen
- Maintenance of residence (cleaning, trouble shooting, etc)
- Able to perform shift work
- Goods management

PERSONAL SUITABILITY

- Teamwork and cooperation
- Reliability and dependability
- Professional integrity
- Good judgment

HOW TO APPLY

- Please e-mail your CV & expected salary to: julia@sn.mofa.go.jp (by e-mail only) and quote: “**Application for Assistant to Butler position**” in the subject of your e-mail message.

Application closes on **20 March (FRI) 2015** (Only short listed candidates will be notified for interview.).

- Only applications submitted as indicated above and before the cut-off date will be considered for screening.
- Locally engaged staff employment opportunities are open only to Singapore citizens and PRs. In the case of male applicants, military obligations must be completed. We cannot consider applications which do not satisfy these conditions.

Notes

1. Interested applicants must send their resume and a covering letter stating their interest in the position and clearly demonstrating on their application that they meet all the essential education and experience criteria. Failure to do so may result in the rejection of your application.
2. Resume and covering letter must only be submitted in English language.
3. Pre-screening will be conducted to determine whether the candidate meets the education and experience for the position.
4. An interview may be administered.
5. References will be required.
6. No related enquires will be answered.
7. Selection process may start on rolling basis regardless of the application deadline so that applicants are strongly advised to submit the necessary documents as soon as possible.