

The Embassy of Japan in New Zealand is seeking a highly motivated, team-oriented individual for a position of residence manager at the Ambassador's Residence in Khandallah, Wellington.

1. Duties:

- Management of the Residence,
- Overall upkeep and the day-to-day running of the residence,
- Supervise, coordinate and assist the activities of household employees of the Residence,
- Duties related to Ambassador's functions, such as official dinner, lunch and reception (preparation, serving, cleaning, etc.),
- Ensuring supplies of daily goods and maintaining stocks of goods,
- Other tasks instructed by the Ambassador and the Embassy staff (Administration Section).

2. Eligibilities:

- Hold New Zealand citizenship, permanent residency or work visa. (Working holiday visa holders are not eligible),
- Owning a car preferred (for transport to and from Residence),
- Excellent communication skills in English,
- Good knowledge and manner of serving both food and drink,
- Japanese language ability preferred.

3. Starting date of work:

June 2023

4. Working hours:

7 hours (excluding lunchtime) per day from Monday to Friday (5 days a week)

Plus to be needed flexibility for any required overtime.

Please apply through the SEEK website;

<https://www.seek.co.nz/job/67185346?type=standard#sol=b1001c93e94dd8247640075939758d408da876b4>