



Consulate General of the Kingdom of Belgium  
in Atlanta

# JOB OPENING

The Consulate General of Belgium is looking for a **full-time Housekeeper** at the Residence of the Belgian Consul General in Atlanta. The Consul General invites and entertains official delegations, VIP guests and many other visitors at the residence. Housekeeping is an essential element of the high-level hospitality that is expected from the Consul General of Belgium and should meet high standards.

<i>Position</i>	Housekeeper (full-time – 40 hours per week)
<i>Location</i>	Private Residence of the Consul General in Buckhead, Atlanta
<i>Starting date</i>	December 1, 2024
<i>Deadline for application</i>	November 8, 2024

## Job Description (Tasks and Duties)

- **Cleaning of the residence, both public and private rooms of the house (including vacuuming, dusting, cleaning windows and carpets, outside areas, ... )**
- Ensuring that guest rooms are tidy and welcoming for guests;
- Laundry and ironing all house linens and bedsheets;
- Changing bed linens
- Coordinate tasks and duties with the Consul General and the Consul General's spouse;
- Report any faults and maintenance issues to the consul;
- Keep track of the cleaning and maintenance supplies;
- Assist in setting up for functions and receptions;
- Assist with serving duties at events;
- Prepare meals on occasion;
- Perform other duties as required and assist colleagues when needed.

## Conditions of Employment (Compensation and Benefits)

- Gross monthly salary range: **\$4,124 – \$5,361**. This range is based only on the recognition of relevant and verified employment experience;
- A **one-year contract**, with the possibility of a permanent contract;
- **24 days of paid annual leave**, in addition to 14 official holidays;
- Top-notch **health insurance (Medical, Dental and Vision)**, with 85% employer's contribution;
- **Disability insurance**;
- A desirable international **work environment** with short communication channels and few hierarchical levels.

## Requirements (Required qualifications)

- Must be eligible to work in the United States (US citizen / US Permanent Resident / work permit)
- Must be dependable with a strong work ethic;
- The ability to follow direction exactly and be willing to take on any task;
- Good knowledge of cleaning techniques, products and equipment;
- An eye for detail to ensure rooms are impeccably clean and organized;
- Must be flexible with working hours, including occasional evening events;
- Structured and good at planning and prioritizing;
- An approachable personality is essential;
- Good communication and interpersonal skills for dealing with people at all levels;
- Positive attitude and able to work effectively and supportively with colleagues, both individually and in a team;
- Must be proficient in written and spoken English;
- Must be able to present themselves professionally and appropriately in demeanor and dress;
- Able to act with discretion at all times;
- Have a valid driver's license.

### **Assets**

- Previous experience working in the Diplomatic community or official households is a plus;
- Knowledge of French and/or Dutch;

### **Working patterns**

- 40-hour work week;
- Flexible working hours depending on events, with availability to occasionally work evenings, weekends and on official holidays.

### **Additional information**

- Staff recruited locally are subject to terms and conditions of service in accordance with US, state, and local employment law.

### **Applications**

To apply for this position, please send your **resume and a list of references** no later than November 8, 2024 to [eline.goovaerts@diplobel.fed.be](mailto:eline.goovaerts@diplobel.fed.be), with "**Application Housekeeper 2024 - [your name]**" in the subject line. For any questions related to this position, please contact us by email at the same address.

### **Selection Process**

- CVs received in due time will be carefully examined;
- The short-listed candidates will be invited to an assessment phase which will include an interview and practical test;
- References will only be checked for those who are shortlisted. The successful candidate will be subject to a background check.

**The Consulate General of Belgium is committed to a policy of equal opportunities and to creating a diverse working environment, free from discrimination, where everyone is included and treated fairly, based on merit alone. We are an equal opportunity employer, making all employment decisions without regard to race, gender identity, sexual orientation, national origin, citizenship, disability, age, religion, political affiliation or any other criterion protected by law.**