



CONSULAT GÉNÉRAL DE FRANCE À HOUSTON

FULL-TIME EMPLOYMENT OPPORTUNITY

Where: Consulate general of France - 777 Post Oak Blvd, Suite 600, Houston, TX 77056.
And Residence of the Consul general of France in Houston - 1904 Kirby Drive, Houston TX 77019.

When: starting September 27, 2018.

Status: full-time (40hours/week), monthly gross salary: 3,300 USD (level 2). 25 days of paid vacation per year. One-year contract, renewable.

Foreign candidates must show proof of permanent residency in the United States or work authorization valid for employment by a Diplomatic mission (green card or A visa).

Duties

Main duty:

Maintenance at the residence of the Consul General (garden, general maintenance).

Additional duties :

Chauffeur for the Consul General and the Consulate.

Additional duties including administrative support at the Consulate's office and participation to the logistics of events held at the Residence.

Description of duties (under supervision of the Consul General's office)

- Maintenance of the garden of the Consul General's residence: lawn mowing, irrigation, trimming, planting, etc.
- General maintenance of the Consul General's residence: small repairs, small painting jobs, plumbing maintenance, picking up leaves, maintenance of the outdoors, etc.
- Ensure transportation needs of the Consulate: individuals, groups, and courier.
- Ensure regular maintenance of two vehicles (check-ups, cleaning, etc.)
- Administrative support at the Consulate's office: archives destruction, small repairs, etc.
- Participation to the logistics of events held at the Residence: service (lunches, dinners and receptions), furniture setup.

Required skills

- Good knowledge of gardening.
- Safe driving and respect of driving and safety rules. Ability to find proper directions. Some knowledge of automobile mechanics.
- Flexibility and ability to adapt to various situations.
- The Employee may sometimes be required to work overtime hours on evenings and weekends. He/she will receive compensatory time off in exchange for overtime hours worked at the request of the Employer.
- Organizational skills and rigor. Good interpersonal skills.
- Good presentation.

It is essential to hold a US passport, a US resident card or an A visa for this position.

If interested, please submit a cover letter and a resume to Prudence PLESSIS:

prudence.plessis@diplomatie.gouv.fr