

Domestic Staffing Manager

Department: Domestic Staffing Manager

Reporting Structure: Reports to the Managing Director/HR Manager

Salary: £19.95 / £41,496

Location: Oldbury

Work hours: 9:00 - 17:00

Summary:

Are you passionate about providing top-notch domestic staffing solutions? Do you have a knack for matching the perfect candidate with the right household? If so, we have the perfect opportunity for you at Proffer Solution Ltd!

Responsibilities:

- Manage the recruitment and placement of domestic staff including housekeepers, nannies, chefs, and more
- Screen and interview candidates to assess their skills, experience, and personality fit
- Develop and maintain relationships with clients to understand their staffing needs
- Create job descriptions and postings to attract qualified candidates
- Coordinate interviews and placements with clients and candidates
- Provide ongoing support and communication to both clients and candidates
- Source for Housekeeping and domestic Contracts

Qualifications:

Bachelor's degree in Human Resources, Business Administration, or related field

- Minimum of 3 years experience in domestic staffing or recruitment
- Strong interpersonal and communication skills
- Ability to multitask and prioritize in a fast-paced environment
- Knowledge of employment laws and regulations

Preferred Skills

- Excellent organizational skills
- Attention to detail
- Problem-solving abilities
- Proficiency in Microsoft Office suite
- Ability to work independently and as part of a team

Benefit

- Health insurance benefits.
- Professional development opportunities.
- Retirement savings plan

If you are ready to take on the challenge of being a Domestic Staffing Manager at Proffer Solution Ltd, apply now!

