

채용공고 – 관저 지배인

주한프랑스대사관은 관저 지배인을 구합니다.

이 자리는 2023 년 3 월부터 가능함.

주요업무

대사의 관할 아래 다음과 같은 업무를 수행함.

- 대사관내 리셉션을 조직, 시행, 관리감독하고, 관저 및 부속숙소 참석자들을 영접
- 관저내 종합시스템 감독, 등록집기 유지관리, 재고목록 관리협조 (저장고, 가구, 장식품)
- 팀원관리 및 독려 (요리사, 급사장, 청결유지 도우미), 외부협력업체 감독 및 공사관리
- 규정에 의거한 업무활동비의 관리, 관련 증빙문서 작성, 지시받은 서비스에 연계된 구매 및 관리, 시간계획 및 지출의 관리
- 위생, 안전관련 규범의 준수

자격 및 조건

자격

- 매니지먼트, 호텔경영 관련교육 이수자 우대
- 공관관저 또는 호텔업계에서 다문화 팀원들을 감독한 경험자
- 한국어 구사 외에 프랑스어 또는 영어의 구사
- 소통과 팀워크정신, 정확성 및 침착성, 돌발상황 발생시 해결방안 제안능력
- 충실함, 비밀유지 정신이 요구됨.
- 훌륭한 태도

조건

- 반드시 한국 내 체류자격을 소지하고 있을 것 (의무사항)
- 서울 현지채용계약임.

관심있는 분은 2023 년 2 월 28 일까지 아래 이메일로 이력서와 자기소개서를 보내주시기 바랍니다.

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**L'ambassade de France en République de Corée recrute un(e) intendant(e).
Poste à pourvoir à compter de mars 2023.**

Descriptif du poste

Sous l'autorité de l'Ambassadeur, le ou la candidat(e) sera chargé(e) de :

- ▶ Organiser, mettre en place et superviser les réceptions données au de l'Ambassade ainsi que l'accueil à la Résidence et dans le logement de passage ;
- ▶ Superviser la logistique, veiller à l'entretien patrimonial de la Résidence et collaborer aux inventaires (cave, mobilier) ;
- ▶ Encadrer et animer une équipe (un cuisinier, un maître d'hôtel, et un personnel d'entretien) ; superviser les prestataires externes ;
- ▶ Gérer le compte dédié à l'activité de représentation conformément à la réglementation et émettre les documents justificatifs de gestion requis ; effectuer les achats nécessaires ; maîtriser les délais et les dépenses ;
- ▶ Veiller au respect des normes, notamment en matière d'hygiène et de sécurité.

Profil et conditions

Profil :

- ▶ Formation en management, une formation en gestion hôtelière est un atout ;
- ▶ Expérience de supervision d'équipe multiculturelle dans une Résidence ou en milieu hôtelier haut de gamme ;
- ▶ Maîtrise du coréen et du français et de l'anglais ;
- ▶ Capacité à communiquer et travailler en équipe, à être rigoureux, patient et proposer des solutions à toute situation imprévue ;
- ▶ Sens de la loyauté et confidentialité exigées ;
- ▶ Excellente présentation.

Conditions :

- ▶ Personne en situation régulière en République de Corée (obligatoire) ;
- ▶ Contrat de droit local basé à Séoul.

Les personnes intéressées voudront bien adresser leur CV et leur lettre de motivation avant le 28 février 2023 à l'adresse suivante : sebastien.blimont@diplomatie.gouv.fr

The Embassy of France recruits an Intendant, starting in march 2023.

Job description

Under the general direction of the Ambassador, the intendant oversees a chef, a butler and a housekeeper and any other staff member as directed by the Ambassador. S/he is in charge of the management of human resources, logistics, financial, furnishing and property follow-up and relays important information to employees under his/her supervision, ensuring the smooth day-to-day functioning of the Residence.

Main Duties and responsibilities:

- ▶ Organize, set up and oversee the meals and receptions at the Residence or the Embassy as well as hospitality within its premises;
- ▶ Monitor logistics, condition and maintenance of furnishing and property and participate in inventories (usual consumable items, wine and state-owned furniture);
- ▶ Manage and motivate the Residence staff (a cook, a butler and a maid); supervise contractors' staff when needed;
- ▶ Arrange purchase liaised with prescribers and manage the dedicated financial account according to regulations; produce supporting documents;
- ▶ Ensure compliance with regulation, including hygiene and safety standards.

Job profile and conditions:

- ▶ Relevant qualifications and experience required in hospitality management;
- ▶ Experience in managing a multicultural team in a Residence or the hotel industry;
- ▶ Demonstrate a high level in French and English; Korean is an asset;
- ▶ Team player who communicates effectively, meticulous and calm, able to provide solutions to unexpected situations;
- ▶ High standards of personal presentation ;
- ▶ Loyalty and discretion required.

- ▶ Candidates must hold the right to live and work in Korea;
- ▶ Contract under local law based in Séoul.

Candidates may address their resume and application letter before February , 28th 2023 to sebastien.blimont@gmail.com