



Permanent Mission
of the Federal Republic of Germany
to the United Nations
New York

Job Opening –Property Caretaker

The Permanent Mission of the Federal Republic of Germany to the United Nations in New York is offering a position as **Property Caretaker**

based in the Residence of the Ambassador (part-time job, 20 hrs/week) starting **May 1st, 2023**.

Description:

As part of the building management team of the Permanent Mission of the Federal Republic of Germany to the United Nations, you will fulfil regular maintenance tasks, perform minor repair works and set up events in the official premises of the residence of the Head of the Mission and occasionally two more residencies within walking distance.

Principal Duties and Responsibilities:

In cooperation with the housekeepers/caretakers of the Missions your duties include, but are not limited to:

- Setting up for numerous events in the three residences like receptions and exhibitions
- Identifying areas of work, perform minor repairs (e.g. change bulbs, paint touching up) as well as maintenance work, and coordinate with superintendent
- Operating technical equipment, coordinating technical inspections and supervising the work of subcontractors and maintenance companies
- Ensuring subcontractors are fully executing and complying with contracted scope of work being performed, notifying superintendent of any damages, deficits, disturbances
- Performing quality control duties and responsibilities regarding the work being performed
- Keeping the residence's curb in adequate appearance, including occasional snow sweeping during regular hours)

Qualifications / Ideal Candidate's Profile:

- Vocational/professional training as a plumber/woodworker/electrician/mechanic/gardener or locksmith with work experience or extensive experience as caretaker/housekeeper
- Good knowledge of the English language
- Ability to work independently, but also communicate and work in a team, positive team spirit, within a team with a housekeeper/maior domus and a cleaning person.
- Customer service oriented
- being responsible, efficient, discreet and organized
- Willingness to work flexible hours and paid overtime (on occasion)
- US citizenship or valid work permit (green card),
- Neat and professional appearance

Salary / benefits:

- Wage: ca. \$ 1,950.-/month (Payment by direct deposit no later than the last day of the month)
- Health Insurance. After a waiting period of 30 days employee can join group medical and dental plan with Cigna. A monthly allowance of 75% of the premium is paid by the employer.
- Leave: 17 work days per full year

Please send your detailed application along with additional documents (CV, copies of diploma/certificates, employment references and recommendations (essential), a copy of passport/green-card) by **March, 21, 2023** to:

Permanent Mission of Germany to the United Nations
Joint Management Office
attn.: Mr. Mark Strohmenger
871 United Nations Plaza
New York, NY 10017
Email: yw-10-vn@newy.diplo.de