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Household manager are hired by well-to-do families to look after the daily duties of the house. A home witnesses the occurrence of many activities to keep the residence and the residents well maintained and carry out with a well disciplined life. The managers should perform any task with efficiency that the homeowner requires. These managers can carry out the work by staying inside or outside the house. As the various jobs to be performed inside a house are diverse, the people need to involve in multitasking...

A household manageris entitled with the responsibility of hiring and supervising a staff of workers in the home. The staff members include housekeepers, nannies, chefs or servants. They also supervise workers and contractors who also serve the grounds of the property such as landscapers, swimming pool maintenance workers, gardeners and handymen. They also make sure that the house is stocked with the necessary supplies required in day to day lives. These items may include groceries and common household items like cleaning or stationery supplies. Whether the manager will shop him or assign the job to another member or shopping service, depends on the size of the household. These managers also run errands like going to the post office; taking vehicles for service, take the clothes for dry cleaning etc. They are also responsible for taking the children to school or picking them from school.

Some administrative tasks are also performed by the house managers. He has to pay the regular bills, keep the books, and issue the paychecks of the other workers. He can also help the employers in making arrangements and deal with travel itineraries if they are frequent travelers. The budget may also be prepared by them for the household expenses. If the house owners have frequent guests, the managers can make the requisite arrangements like hiring decorators, caterers, musicians, etc. He can also make travel arrangements for the long distance travelers.

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