

Position: Palace Principle.

The Palace principle is responsible for the all aspects and parts of the owner propriety, the Palace, the gardens and its maintenance. Day-today operations of the Property and assure it's run smoothly. Manage all human resources needs and assure their work is going on perfect pace. Manage and arrange the appointments of the Palace visitors As well as manage the payroll of all stuff. The Palace principle should take responsibility of the Cars positions and tacking care of the regular maintenance. Manage the schedule of any matter related to the property with the Owner or third parties.

Duties and Responsibilities:

- Develops a comprehensive program for the Palace departments and property.
- Communicates and personally attends to VIP guests, during function.
- Prepare the annual operating budget. And analyzes all Palace, Gardens and other property
- Responsibility of any Event such as planning, organizing, and coordination.
- Managing household staff and overseeing day to day running of the property
- Arranging appointments for personal and professional needs.
- Scheduling home and Cars maintenance and repair work, and supervising the project.
- Maintaining furniture, silver, offices all Palace equipment's to the highest standards.
- Overseeing all Food and Beverage operations in the household.
- Making sure all laundry is handled with utmost care.
- Overseeing the kitchen operations and making sure the food is cooked and served up the best standards and to the Owner liking. Making the purchases required for the household.
- Manage the Owner property and report him on regular basis with the updates
- Looking after all HR requirements of the staff including paying of their salaries and holiday schedules
- Handling household bills and administrative duties
- Shopping for food, supplies, and other requested items
- Training the staff in their required positions.
- Hiring and training of new staff.
- Maintaining staff schedules
- Looking after the garage and making sure all cars are serviced and maintained well.
- Looking after the gardens and coordinating with the head gardener on work that needs to be done.
- Working with contractors and other companies who are involved in work in the property.

Authority of Matrix:

of Design
 # of Endorse
 # of Approval
 # of Brief/Inform

Decision Authority Matrix definitions

D
E
A
B/I

Decision category		Decision	Owner	
Name	Designation		Balance Principle	Owner
		Maintenance in all levels (Palace, Garden etc.)	A	B/I
		New change in the property or a Re-structure	D E	A
		Event such as planning, organizing, and coordination	D E	A
		Manage all the Appointments of the Visitors and third parties.	D E	A
		Managing household staff and overseeing day to day running of the property	D E	B/I
		Scheduling home and Cars maintenance and repair work	D E	B/I
		Handling household bills and administrative duties	D E	B/I
		Shopping for food, supplies, and other requested items	D E	B/I
		Looking after all HR requirements of the staff including paying of their salaries and holiday schedules	D E	A
		Manage the Owner property and report him on regular basis with the updates	D E	A
		Looking after the garage and making sure all cars are serviced and maintained well.	A	B/I
		Working with contractors and other companies who are involved in work in the property.	D E	B/I