



☀️ **Now Hiring: Family Manager | Reference #4172 | Westover Hills** ☀️ **Location:** Westover Hills, TX **Start Date:** ASAP **Schedule:** Monday–Friday | 8:00 AM – 6:00 PM (Flexible within that range) **Guaranteed Hours:** 40 hours/week minimum (Time-and-a-half pay for overtime)

Team Nanny DFW is seeking a highly organized, proactive **Family Manager** for a wonderful, detail-oriented family in Westover Hills. This long-term position is ideal for someone who thrives in a fast-paced environment and enjoys managing family logistics with precision and care.

👨‍👩‍👧 About the Family:

- A dynamic household with **4 active children**, ages **5, 7, 10, and 12**
- Parents own a business and work from home when not meeting clients
- The family values structure, reliability, and positive energy

📁 Key Responsibilities:

- Manage and coordinate children's daily and after-school schedules
- Make medical, dental, and extracurricular appointments
- Pick-up/drop-off for activities and school events
- Let in/out and coordinate with housekeepers, gardeners, and other service providers
- Handle errand-running, grocery shopping, and additional household purchases
- Assist with **meal prep** and basic organization of the home
- Help plan and prepare for **upcoming vacations**

✅ What You'll Need:

- Strong organizational and multitasking skills
- Experience with school-aged children and family support roles
- A clean driving record (family car provided during work hours)
- Excellent communication skills and a proactive attitude

👛 Compensation & Benefits:

- **Guaranteed 40 hours/week**
- **Time-and-a-half for hours worked beyond 40**
- **Paid sick leave**
- **Paid major holidays off**
- **Use of family car during work hours**

This is a **long-term position** with a family that is truly looking for the right match. If you are dependable, resourceful, and ready to become an integral part of a loving household, we want to hear from you!

📄 **Apply today at Team Nanny DFW** Be sure to reference **Job #4172** in your application. [Click Here!](#)