



Hallmark

HOUSEKEEPING SERVICES INC.

Canada's premium service provider. Leading the industry in sustainable and innovative solutions.

JOB POSTING

Date: August 14th, 2020

Downtown Toronto – Financial District












Position: Supervisor

Start Date: ASAP








Corporate Overview:

Hallmark Housekeeping Services Inc. is Canada's premium commercial janitorial service provider, leading the industry in sustainable and innovative solutions. Our focus is to service our customers by providing a consistent and superior level of cleaning services in an economical, safe and environmentally responsible manner. As an employer of choice, Hallmark fosters a positive environment for all staff, and strives to continually invest in the development and well-being of all team members.

Position Summary:

-  Oversee the completion of all janitorial tasks
-  Check and inspect all assigned areas and floors
-  Organize and distribute cleaning supplies, equipment, keys, and access cards to all staff
-  Delegate duties and requests and ensure they are completed in a timely manner
-  Follow labour budgets prepared by Hallmark Management
-  Perform regular Quality Assurance inspections and advise staff of any deficiencies found and ensure they are corrected
-  Collaborate with Tenants and Property Management to ensure all requests and concerns are completed in a timely manner
-  Attend Inspections with Property Management and/or Tenants upon request or when required
-  Communicate with the Resident Manager when required
-  Ensure that the Company's Health and Safety Rules and Procedures are carefully followed
-  Perform any additional duties as assigned by Management

Qualifications:

-  Must be fluent in English and have excellent communication skills, both written and verbal (bilingual and multilingual is a plus)
-  Must have 3+ Years of Supervisory experience
-  Experience in the janitorial or service industry
-  Passion for working with others and providing outstanding customer service
-  Demonstrated interpersonal skills
-  Strong computer and technical skills, with proficiency in MS Office (PowerPoint, Excel, Word, Outlook) and Adobe
-  Proven strength in leadership ability

If you are interested, please submit your resume to careers@hallmarkhousekeeping.com

Hallmark Housekeeping Services Inc. is an equal opportunity employer, and does not discriminate against any applicant on the basis of race, ethnicity, age, gender, sex, disability, religion, or any other protected ground under the Human Rights Code. Should any applicant require accommodations during the course of the recruitment process, all efforts will be made to provide such accommodations.