



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

JOB POSTING

Date: February 27th, 2023

Location: Ottawa, Ontario

Position: Operations Coordinator












Start Date: March 2023 (start date is flexible)

Corporate Overview:

Hallmark Housekeeping Services Inc. is Canada's premium commercial janitorial partner, and an industry leader in sustainable and innovative solutions. Our focus is to serve our customers by providing a consistent and superior service in an economical, safe, and environmentally responsible manner. Since our inception in 1977, we have remained focused on being an employer of choice, by fostering an engaging organizational culture, and prioritizing the well-being of all members of our team.










Position Summary:

Hallmark is seeking an **Operations Coordinator** to join our **Regional Team in Ottawa, Ontario**. This position will assist our Ottawa team with various tasks, projects, and training relating to operations, human resources, and quality assurance. The ideal candidate will be enthusiastic, highly motivated to learn, and a team player. The responsibilities of this position include:

-  Assisting the operations team with day-to-day responsibilities including site visits, liaising with customers and staff, and participating in employee and labour relations meetings
-  Preparing various cleaning schedules and checklists including job descriptions, colour-coded floor plans, and periodic work charts
-  Gathering data and completing KPI reports based on contract requirements
-  Assisting with the preparation of customer requested documentation including the collection of equipment, product, and policy information
-  Attending customer meetings and taking minutes and notes
-  Performing Quality Assurance Inspections, including but not limited to cleaning inspections, ATP tests, and Building Assessments
-  Conducting Health & Safety, WHMIS, AODA, Customer Service, and other training programs on behalf of the Company
-  Performing Health & Safety inspections and audits and completing various reports
-  Assisting with the implementation and ongoing facilitation of Hallmark's e-learning program
-  Assisting with other special projects including centralized waste and smart sensor implementations
-  Performing other duties to support the operations and administrative teams

Qualifications:

In addition to having experience working in the janitorial, facilities, or service industry, the ideal candidate should possess the below qualifications and skills:

-  Experience performing cleaning and health & safety inspections
-  Knowledge of Ontario health & safety laws and regulations
-  Demonstrated public speaking and presentation skills
-  Excellent business writing skills
-  Detail-oriented, with an internal desire to do things properly and thoroughly
-  Willingness to work a flexible schedule, and be available in the early mornings and evenings when necessary
-  Ability to speak fluently in both English and French – multilingual is an asset
-  Proficient in MS Office (PowerPoint, Excel, Word, Outlook), G-Suite and Adobe
-  Valid Drivers license and a vehicle are assets

If interested, please submit your resume & cover letter 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.