

## **JOB POSTING**

**Date:** November 14, 2023

**Location:** Toronto

**Position:** Jr. Coordinator, Health & Safety/Quality Assurance

**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 serve 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 continuously invest in all team members' development and well-being.









### **Position summary:**

The Junior Health & Safety/Quality Assurance Coordinator will report to the Manager of Training & Quality Assurance. The ideal candidate will be enthusiastic, possess a positive attitude, be highly motivated to learn and be a team player. They will also take accountability for their work, show meticulous attention to detail and be passionate about their role within the organization.


### **As an asset, they will have the below qualifications, skills, and abilities:**

-  Willingness to be available in the early mornings and evenings (**3 to 4 times per week in the evenings, 1 to 2 times per week in the mornings**)
-  Experience in the janitorial, facilities or service industry
-  Experience performing cleaning and Health & Safety inspections
-  Knowledge of Ontario Health & Safety laws and regulations
-  Demonstrated public speaking and presentation skills
-  Strong business writing skills
-  Detail-oriented, with an internal desire to do things properly and thoroughly
-  Ability to speak fluently in English – bilingual or multilingual is a plus
-  Proficient in MS Office (PowerPoint, Excel, Word, Outlook), G-Suite and Adobe

### **The responsibilities of this position include but are not limited to:**

-  Performing Quality Assurance Inspections in various capacities, including but not limited to cleaning inspections, ATP tests, and Building Assessments
-  Preparing Quality Assurance and Health & Safety reports
-  Conducting Health & Safety, WHMIS, Customer Service, and other training programs on behalf of the Company (at the job sites)
-  Performing Health & Safety inspections and audits
-  Contributing to the development of the Company's Health & Safety and Quality Assurance programs
-  Participating in and assisting with Special Projects
-  Supporting Operations and other departments as required
-  E-learning Training and Implementation

### **Remote Work:**

-  Due to the nature of this position, remote work will be limited as most of the responsibilities must be completed at the site level

**If you are interested, please submit your resume to [careers@hallmarkhousekeeping.com](mailto:careers@hallmarkhousekeeping.com) by November 20, 2023.**