



Hallmark

HOUSEKEEPING SERVICES INC.

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

JOB POSTING

Date: April 11th, 2024

Location: Toronto, Ontario

Position: Jr. Operations Coordinator

Start Date: ASAP

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 a Junior Operations Coordinator to join our Toronto Head office team. This position will work closely with our Operations and Support teams. The responsibilities of this position include but are not limited to:

- Assist the Operations teams with creating quotations, increase letters, job descriptions, periodic and regular cleaning schedules etc.
- Collect and organise data for preparing various KPI matrix.
- Attend and take minutes at various client meetings, as requested.
- Manage and track staff security clearances.
- Gather and organise data related to payroll, vendor costs, invoicing etc. and track/organise them for various control reports.
- Coordinate with clients to receive updated POs and help with any special invoice submission requirements etc.
- Learn, practice and train on various Applications for day-to-day operations – Hallmark APP, Time & Attendance, Supplies ordering systems including uniforms, etc.
- Assist the Operations teams during New Account takeovers, Management changes etc.
- Support the Operations teams with any other tasks as requested.
- Manage the reception area with answering phones, preparing courier packages, receiving deliveries, ordering supplies and other administrative duties.

Qualifications:

- Excellent communication skills, both written and verbal
- Strong computer and technical skills, with working knowledge of Microsoft Office Suite
- Mathematically oriented
- Exceptional organisational skills
- Ability to work efficiently in a demanding and fast-paced environment.
- Ability to speak fluently in English – bilingual or multilingual an asset.
- Administrative experience in service industry an asset

If you are interested, please submit your resume and cover letter to careers@hallmarkhousekeeping.com by April 25th, 2024.

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.