



Hallmark

HOUSEKEEPING SERVICES INC.

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

JOB POSTING

Date: April 1st, 2025

Location: Richmond Centre

Position: Day Supervisor

Start Date: May 1st, 2025












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 Day Supervisor to supervise our janitorial operations at a one of our contract locations in Richmond. The Day Supervisor will report directly to the Resident Manager. The responsibilities of this position include:

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 Property Management to ensure all requests and concerns are completed in a timely manner
-  Attend Inspections with Property Management 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
-  Must be flexible with work hours and available for weekends and holidays if needed
-  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 by April 18th, 2025.

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.