



Hallmark

HOUSEKEEPING SERVICES INC.

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

JOB POSTING

Date: August 1st, 2025

Location: Premium Shopping Centre - Downtown Calgary

Position: Assistant Resident Manager

Salary Range: Competitive Monetary Package











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 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 team members.








Position Summary:

Hallmark is seeking a motivated and organized Assistant Resident Manager to support the daily operations of our janitorial team at a premium shopping centre in downtown Calgary. This role is essential in maintaining efficient communication and coordination between management, staff, and clients. The responsibilities of this position include, but not limited to:

-  Assist the manager in day-to-day operations and administrative tasks
-  Communicate effectively with clients and team members to ensure service satisfaction
-  Help coordinate schedules and manage workforce assignments
-  Maintain records and documentation related to janitorial services
-  Support employee training and onboarding processes
-  Address and resolve any customer or staff inquiries promptly
-  Ensure compliance with health and safety regulations
-  Participate in team meetings and contribute to continuous improvement initiatives
-  Supply and inventory management
-  Responding to and assisting in any emergencies

Qualifications:

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

-  Fluent in English; excellent verbal and written communication skills are a must
-  Previous experience in a managerial or administrative support role preferred
-  Strong organizational skills with the ability to multitask
-  Proficient in MS Office Suite (Word, Excel, Outlook) and other office software
-  Ability to work independently and as part of a team
-  Detail-oriented with a focus on quality and customer satisfaction
-  Knowledge of janitorial operations and cleaning standards is a plus

How to Apply:

If you are passionate about helping others and thrive in a dynamic environment, we encourage you to apply for the Assistant Resident Manager position! Please send your resume and a cover letter to Valerie Heinrichs with the subject line "Assistant Resident Manager Application" by August 22nd, 2025. You can also phone at 403-261-1666 extension# 200 for further information about this job

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.