



Hallmark
HOUSEKEEPING SERVICES INC.

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

JOB POSTING

Date: January 12th, 2026

Location: Greater Toronto Area

Position: Operations Assistant

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 an Operations Assistant to oversee our janitorial operations at various contract locations in the Greater Toronto Area. The Operations Assistant will report directly to the Operations Manager. The responsibilities of this position include:

Position Summary:

- ☒ Managing the cleaning operations for a portfolio of accounts, ensuring a high level of quality
- ☒ Coordinating the monthly purchasing and invoicing of supplies
- ☒ Completing bi-weekly payrolls
- ☒ Following operating budgets
- ☒ Liaising with property management and building tenants to ensure their needs are being met
- ☒ Ensuring that Site Supervisors and Staff Members are complying with all company and building policies and procedures
- ☒ Attending performance meetings and other scheduled joint review meetings with customers
- ☒ Troubleshooting challenging situations and finding effective and lasting solutions
- ☒ Performing scheduled cleaning inspections at contract locations as required
- ☒ Ensuring that all service contracts are being adhered to, and that Key Performance Indicators are being met
- ☒ Responding to and assisting in any emergency situations

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 and knowledge of health and safety practices
- ☒ 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 February 6th, 2026.

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.