

Commercial Cleaning Manager

On behalf of our Client we are recruiting for an experienced Commercial Cleaning Manager. The position will have oversight of the essential smooth running of their client's service delivery plans, in addition to the organization, coordination, and management of the Cleaning Department activities. This will entail the proper care, cleaning and maintenance of client buildings, prioritization of work projects - coupled with the review and evaluation of work assigned within the cleaning department.

The Commercial Cleaning Manager is also responsible for the department's budget including the preparation of the annual budget including the review of job and target profitability. Additionally, the role will include business development activities to secure new clients and opportunities.

Island Employment Partners Ltd.

For more information,
or to confidentially apply,
please contact:

Steph Thomason
Tel: 296-0497
Email: steph@iep.bm

Closing date:
Friday, 28th April 2017

SE Pearman Building
9 Par La Ville Road, HM11
Bermuda

Responsibilities will include:

- Forecasting, planning, organizing, coordinating, and overseeing day-to-day custodial activities of all staff within the unit.
- Supervising the performance of all custodial employees; evaluating performance after consulting with stakeholders and assigning and reviewing client service delivery. Developing and preparing work schedules; prioritizing and coordinating duties and assignments of cleaning crews; ensuring effective workflow and operations; adjusting work schedules as necessary.
- Reviewing and revising work methods and procedures to ensure efficiency, cost-effectiveness, and compliance with established regulations, policies, and standards. Actively reviewing work performed and either re-training staff and/or follow the appropriate disciplinary procedure.
- Responding to after-hour emergency security calls in absence of available site employees.
- Responding to RFP's and establishing positive relationships with existing and new clients.
- Preparing and submitting recommendations relating to staffing levels; requisitions equipment and supplies for regular and special projects.
- Reviewing custodial work orders to determine materials, labor, and time requirements.
- Communicating with site administrators, employees, vendors, clients etc. regarding supplies and materials.
- Ensuring that Health & Safety is not compromised whilst always seeking to establish continuous improvements.

The successful candidate will have:

- Extensive managerial experience with a sound knowledge of all professional cleaning services methods. A minimum of five years' relevant experience gained from working in a similar position is essential.
- Relevant Commercial Cleaning Certificate (s) with a valid drivers license - heavy/intermediate truck license would be advantageous.
- Strong communication skills, both verbally and written with a solid commercial understanding e.g. analysis of profit and loss accounts.
- The ability to multi-task and prioritize key issues coupled with a flair for business acumen are essential.
- The successful incumbent will be self-motivated and enthusiastic, highly resilient, capable of identifying and resolving problems quickly, with the ability to develop excellent working relationships with clients, while providing motivation, leadership and clear guidance to the team.
- The ability to plan, design, and implement custodial maintenance programs, ability to initiate and implement industrial safety procedures.
- Work independently with little direction, establish and maintain effective working relationships with employees and clients & have the proven ability to develop new lines of business.
- Strong computer literacy, experience using the MS Office Suite is essential.