

Cleaning Coordinators

Our client **Bermuda Cleaning Ltd.**, requires Cleaning Coordinators able to direct and perform all required work pertaining to commercial and residential cleaning contracts. The position is hands on and consists of directing and coordinating jobs for cleaning staff., be dependable in fulfilling obligations, and have a willingness to lead and attention to detail a must. Successful candidates must be willing to work all shifts, including nights, weekends and public holidays.

Key tasks & responsibilities

Consult with management, supervisors or subordinates to resolve staff issues, complaints, or grievances and to direct and coordinate operations and tasks for various job sites; Demonstrate thorough knowledge of equipment operation, the use of cleaning solvents/solutions on all surfaces, in addition to enforcing work, safety and sanitation procedures; Understand specifications of the job and company policies and procedures to communicate to cleaners; Be able to assign new employees to experienced workers for training; Observe and monitor work flow of cleaners. Perform inspection of assigned job contracts to ensure completed to desired standard; Maintain equipment to detect defects or malfunctions; Plan and establish work schedules and assignments, to meet goals;

Qualifications

Have a high school diploma or equivalent; Possess five (5) or more years of progressive experience in the cleaning industry and the ability to use logic and reason to identify the strengths and weaknesses of alternative solutions, and to manage one's own time and the time of others; Hold a light or intermediate truck license (preferred or willing to obtain).

All applicants will be required to submit an up to date resume, two (2) written job specific work references and two (2) character references and a police clearance certificate (must be dated within 6 months of application). All required documents must be received for the application to be considered. Successful applicants will be subject to drug and COVID tests. Applications to be submitted to:

Armadillo Management Company Ltd.

P.O. Box HM 2757

Hamilton HM LX

Telephone: 400-1529

Email: hr@armadillo.bm

Closing Date: May 23, 2022



Only short listed applicants will be contacted