

BRIGHT BRIGADE

Operations Manager

We are looking for a mature individual with a minimum of 4 years of cleaning experience at a senior level to assist with the day to day running of a busy cleaning company; and to assume sole responsibility in the owner's absence. Preference will be given to individuals experienced with green cleaning methods. This is a hands on position.

- Must be fully proficient in all facets of cleaning, floor/carpet care and chemical usage in order to maintain quality control on all client accounts
- Weekly meetings with management, staff and others as needed to ensure efficient scheduling of work
- Manage work teams and staff issues
- Train new employees and be able to produce staff appraisals
- Maintain quality control
- Oversee payroll and daily schedules
- Responsible for inventory control and cost controls
- Meet with clients and produce cost estimates and quotes
- Must be able to use Microsoft Office and Quickbooks software
- Must be able to work nights, weekends, public holidays
- Must have clean drivers license for light van
- Must comply with drug free policy

Please apply with resume, references and background check to:

P.O. Box PG 208, Paget PG BX