

## Job Description

Job Title: Commercial Cleaning Project Manager  
Reports To: Operations Manager

---

### Basic Function

Responsible for managing and overseeing the cleaning operations of assigned properties. Management in the Commercial Cleaning Industry is a plus.

### Responsibilities

- Customer Service focused
- Report any issues immediately to Operations Manager
- Focus on developing relationships with customers and tenants.
- Work closely with Human Resources in training new hires.
- Must be able to work late afternoons or evenings when needed.
- Manage over 500k square feet of commercial/medical real estate

### Non -Essential Responsibilities

- Transport day staff if necessary
- Pick up supplies and deliver if necessary
- Act as day porter when needed

### Supervisory Responsibilities

- Develop and maintain an effective and efficient company process through the selection, termination, training, compensation, review and motivation of day porters.
- Provide guidance and direction to day porters to assist them in their professional development.
- Must be able to effectively handle being a supervisor and dealing with progressive discipline and positive reinforcement.
- Must be a “people person” and work well in group environments and be self-motivated and self-disciplined.

### Skills

|                                |                    |                 |
|--------------------------------|--------------------|-----------------|
| Oral Communication Skills      | Customer Service   | Planning        |
| Written Communication Skills   | Customer Relations | Time Management |
| Excellent Interpersonal Skills | Negotiations       | Budget Analysis |
| Budgeting                      | Organization       |                 |

### Language Skills

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

**Math Skills**

Must have the ability to calculate figures and accounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Skills**

Must have the ability to solve practical problems and deal with a variety of situations. Ability to interpret instructions furnished in written, oral, diagram, or schedule form.

**Education/Training**

Degree: 4 -year degree preferred or a combination of education and work experience.

**Computer Skills**

Working knowledge of MS Word, Excel, Chrome and Outlook.

**Experience**

4-6 years of managerial experience, or a combination of experience and education preferred.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk, use hands, reach with hands and arms, and stand/walk.

The employee is occasionally required to sit, stoop, kneel, crouch, or crawl.

The employee is occasionally required to climb or balance, smell, and lift up to 50 lbs.

Use of a computer and software, and phone system on a regular basis.

**Work environment/Expose to Environmental Conditions:**

This position is frequently exposed to wet or humid conditions (non-weather)

This position is occasionally exposed to working near moving mechanical parts, working in high precarious places, fumes or airborne particles, outdoor weather conditions, risk of electrical shock, and risk of radiation (medical MRI's and X-rays)

**Benefits**

Medical, Dental, Vision, Long and Short- Term disability, additional Supplemental insurance available

Pay- Semi-Monthly

Salary- \$60,000- \$65,000 annually + gas allowance