



## Area Manager

Location: Belleville

### PURPOSE OF ROLE

The Area Manager supervises the servicing of assigned accounts and is responsible to ensure that the work performed on these accounts conforms to projected budget costs, quality standards and customer satisfaction.

### PRINCIPAL ACCOUNTABILITIES

- Review and control personnel and supply costs for assigned accounts. Ensure this conforms to budget standards and sound operating practices.
- Inspects assigned accounts, ensure work performed meets company and customer standards.
- Implements work schedules and ensures accurate time record keeping for each account sites
- Hires, promotes, transfers or disciplines all employees in assigned accounts
- Requisitions and maintains necessary equipment and supplies for all accounts
- Resolution of day to day issues in each account
- Performs all other duties assigned by Operations Manager

### Qualifications

- Minimum 5 year's supervisory or management experience in Custodial or Maintenance Services or a similar environment
- Ability to manage multiple priorities, and execute tasks with minimal supervision
- Excellent communication skills
- Strong computer skills (including MS office)
- Great "Can-Do" attitude
- Available to work a flexible schedule, including days, afternoons, evenings, weekends as required.



#### ADDITIONAL ROLE INFORMATION

As an employer of choice, we treat all of our employees consistently and fairly to help you achieve personal and professional ambitions.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.

At this time we do not require assistance from recruitment agencies, thank you.