



Area Cleaning Supervisor – Contract Cleaning

£17k per Annum / Extras + Mobile Phone / Ipad + Company Van

Location: Covering Northern Ireland (75% working from home / 25% working from office)

Job Type: Permanent - Monday - Friday, 40 Hours per week, with flexible shift pattern that you manage & plan. Weekend work will be as and when required by the company.

An Area Cleaning Supervisor is required to manage and monitor the operation of our business client contracts around Northern Ireland. You will supervise teams of cleaning operatives from one cleaning operative to five plus cleaning operatives per site as they deliver our cleaning services based across our customer sites. To ensure service delivery standards and specifications are met within budget, therefore delivering on / above agreed service level agreements.

This is a hands on role and applicants should be able to work to a high standard, and possess good interpersonal skills. In addition you will have good decision making skills, be a self-starter, and pro-active in your approach.

About You:

This role requires you to think on your feet and have a friendly disposition paired with having good people skills. You will hold a full UK Driving License. The ideal Cleaning Supervisor would have experience in managing accounts or contracts in a facilities management company such as cleaning, security or any other support services environment. ServiceMaster NI is a growing company with good prospects / opportunities for the right person as the company seeks to expand.

Key Responsibilities:

- Ensure correct standards of services are established and maintained on customer sites to the SLA
- Setting up and starting new accounts
- Recruitment, induction, training of cleaners
- Manage cleaner register & timesheet monitor / collating for payroll
- Monthly site evaluations with customers
- Purchasing, stocking & controlling budgets for cleaning supplies
- Maintain up to date staff records
- Arranging cover cleans for staff holidays / absence
- Covering staff holidays / absences yourself if cover for staff is not possible
- Customer relationship management
- Window cleaning
- Some of their contract sites will need visiting at unsociable hours – your flexibility is essential

Essential Experience / Skills:

- 1 year experience in: Supervision / Area supervisor, Cleaning management, Account management
- Organised and methodical
- Enthusiastic approach
- Adaptable to fluctuating work loads
- Good verbal and written skills
- IT skills essential (email management / Microsoft Word and Excel / General internet literate)

To apply for this role please apply online at www.servicemaster-ni.co.uk/job-vacancies with your CV and covering letter.