



District Manager – NYC

Successful Janitorial and Building Services Company has various FT openings in the NYC area. This position involves onsite training and daily visits to clients.

Responsibilities include but are not limited to:

- Responsible for employee relations- hiring & training
- Responsible for entering Payroll on a daily basis
- Work with cleaning staff to assure all accounts have adequate supplies
- Work with clients to resolve any challenges that arise.
- Store visits and inspection on a daily basis
- Responsible for scheduling any after-hours changes.
- Schedule special services work as per contract.

Key Requirements:

- Experience with Commercial cleaning industry a plus
- Must speak fluent English and Spanish
- Detail oriented and strong communication skills (email, phone).
- Results oriented: the ability to resolve challenges and emergencies at a moment's notice.
- Multi task oriented: The ability to handle multiple projects at a time.
- Customer focused with a can-do approach to problem solving.
- Knowledge of administrative and clerical procedures.
- Knowledge of computers and relevant software applications.

Please reply to this post with your CV/Resume and a brief description of your qualifications. Candidates deemed a match for this position will be contacted by phone and/or email.

EOE M/F

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