



Title: Sr. Director of Janitorial Building Management Services

Department: Building Management Services

Location: South Jersey Area

Basic Functions:

Oversees multiple sites at various locations, supervising a staff of skilled and semi-skilled workers in all aspects of cleaning/janitorial maintenance activities and performs related duties as required. Manages and directs building management services, principally cleaning & janitorial facilities including, review and preparation of bids, development of work opportunities, overall supervision of all janitorial staff and all facets of customer relations.

Duties & responsibilities include support to Building Management Services Organization, ensuring efficient operation of a variety of functions, including gathering of all information relating to processing biweekly payroll, accounting information (billing and accounts payable approvals), Human Resource support, and working with accounts payable/receivable, customer service-related duties and data input as directed by the Senior Vice President of Building Management Services. Applies principles of basic accounting skills for the analysis of financial information and preparation of a range of financial and operational reports.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Maintains an adequate flow of janitorial related work in various buildings.
- Attends business related trade shows and exhibitions to develop sources of work
- Knowledge of federal and state labor laws relevant to performance of subcontracting
- Bids on work with awareness of cost and overhead
- Reviews time studies
- Assists in the responsibility for recruitment, hiring, and dismissal of staff
- Completes performance evaluations for direct reports
- Collects appropriate financial and operational data and creates reports, as required.
- Ensures compliance with safety procedures
- Coordinates competency-based training and evaluation
- Carries out administrative responsibilities
- Attends customer, general staff and senior staff meetings
- Maintains focus on cost-effectiveness and efficiency of services
- Preparation, completion and submission of reports within set deadlines
- Organizes and schedules meetings and appointments.
- Maintains a variety of contact lists including customer contract database
- Other related duties

Employee Qualifications:

- Knowledge of various management systems
- Excellent time management skills and ability to multi-tasks
- Strong organizational and planning skills
- Proficient in Microsoft Office
- 10+ years of janitorial experience managing multiple sites with a strong emphasis in project related work, including periodic floor and other task related type work.
- Detailed knowledge of janitorial/maintenance including basic and advanced industry standard cleaning techniques
- Associates degree (can be substituted for three years of required experience)
- CIMS (Cleaning Industry Training Certification)

TO APPLY: Contact John Cox (201) 434-3303 ext. 107 Email: jcox@hce.works

Position is Full- Time 401k, Medical, Dental, Vision