



<https://profilebuildingservices.net/job/area-manager/>

## Area Manager

### Description

#### Job Description

Profile is looking for an Area Manager for operations in the Charlotte area. The ideal Candidate must have 3+ years of management experience, excellent computer skills, strong business & customer service skills, and currently live in the Charlotte metro area.

This person will be responsible for performing inspections of buildings on a specified basis, providing feedback to employees, developing a professional relationship with customers, and identifying / selling add on services as needed. This person will also act as the liaison between employees and upper management, coordinating schedules, covering absences, and training new employees.

#### JOB REQUIREMENTS:

- Must be flexible with the ability to work days, evenings, and occasional weekends
- The position will require the employee to travel to more than one client location.
- Regular, consistent, and punctual attendance is an essential function of this position.

#### PHYSICAL DEMANDS | WORKING CONDITIONS:

- Must be able to lift and move objects up to 30 lbs. as necessary.
- Moderate physical activities, which may include pulling, pushing, lifting, reaching, bending and repetitive movements.
- Demonstrated skill and proficiency with cleaning equipment.
- Use of cleaning products, which require the use of protective gloves and eyewear.
- Safety is of the utmost importance. Cleaning Team Members must work in a way that complies with all safety regulations required by [Company Name] and OSHA.

#### MENTAL DEMANDS:

- The job involves the ability to use independent judgment to make decisions and to recommend and/or implement solutions.
- The ability to listen and communicate clearly and to maintain positive interpersonal and cooperative relationships with co-workers, clients, and management.
- The ability to plan, organize, prioritize, and accurately follow through on work activities with time constraints and interruptions to meet deadlines as well as to work independently with a minimum amount of direction and/or supervision.
- Ability to remain flexible, resilient, calm, maintain a sense of humor and to regularly present a well-groomed, professional image.

#### Hiring organization

Profile Building Services

#### Employment Type

Full-time

#### Beginning of employment

6/1/2022

#### Industry

Medical, Office, Education

#### Job Location

14311 Reese Blvd, Huntersville, NC

#### Working Hours

Varies

#### Base Salary

\$ 32,000.00 - \$ 38,000.00

#### Date posted

May 23, 2022

## **Responsibilities**

### **ESSENTIAL RESPONSIBILITIES:**

- Clean and maintain company vehicles in a clean, organized, and safe manner.
- Maintain all equipment and supplies so they are clean and in a safe and operable condition.
- Maintaining adequate cleaning supplies at all accounts.
- Order cleaning supplies and/or restroom and breakroom supplies as required.
- Assisting with special projects
- Fill in as site manager for post-Construction projects
- Operating and monitoring service requirements for a company vehicle
- Training new staff
- Increase brand awareness and drive sales growth
- Ability to interact effectively with executives, co-workers, and all outside rep's and or vendors
- Track and report updates on staff's productivity
- Sweep, vacuum, and mop all floor surfaces.
- Clean up spills on floors and carpets as necessary (except blood spills – only trained personnel are required to clean blood spills).
- Understand for Standard Operating Procedures that follow the Centers for Disease Control and Prevention (CDC), OSHA, state/territorial, and local guidelines for preventing the spread of infection.
- Know policies and procedures that are applicable to employee duties as they relate to potential exposures to hazardous substances or viruses such as COVID-19, SARS-CoV-2, MRSA, Norovirus and Flu Viruses.
- PPE Knowledge: types, proper use, limitations, location, handling, decontamination, removal, and disposal.
- Greet people working in the office in a polite, respectful, and helpful manner to ensure positive relationships. Screen and route requests to supervisor, if necessary, provide timely and accurate customer service support.
- Perform other duties as requested or required by management.
- Fill in work as needed

## **Qualifications**

### **EXPERIENCE | EDUCATION:**

- Experience a minimum of 3 years as a manager in the commercial cleaning industry
- 1-2 years' experience working as a cleaning technician, commercial cleaner, or housekeeping
- Education requirement: High School diploma or equivalent.

## **Qualifications**

- Previous Management experience
- Excellent customer service skills
- Self-sufficient & Reliable
- Good Driving record and maintain a Driver's License
- Excellent problem-solving skills
- Excellent skills motivating and managing upwards of 10 employees
- Work flexible hours with some on call responsibilities
- Computer skills to include Microsoft Word, Excel, Outlook, and Power Point
- Ability to speak clear and effectively for public speaking events, presentations, key customers meeting, and engagement with executive management

- Both sales and marketing management experience at a senior level

Must have excellent attendance be highly coach-able, skilled multi-tasker, and able to manage team to meet or exceed company's growth & profitability goals.

### **Job Benefits**

#### **BENEFITS**

- Paid Holidays
- Accrued Vacations
- Great Team Environment

### **Contacts**

#### **TO APPLY:**

Submit a resume to: [tracey@profilebuildingservices.net](mailto:tracey@profilebuildingservices.net)

or apply online at [www.profilebuildingservices.net/jobs](http://www.profilebuildingservices.net/jobs)