

Job Description: P/T Administrative Assistant/Warehouse Coordinator
Reports to: Market Manager/Office Manager
Remuneration: See Wage Agreement

Objective: The P/T Administrative /Warehouse Coordinator role is to assist the Market Manager, Office Manager, and Supervisors in the administrative and operations of their roles.

Key Duties and Responsibilities:

Professionalism

- Build a positive relationship with all ServiceMaster team members, projecting ServiceMaster as a professional, caring company.
- Maintain a well-groomed professional appearance and adhere to the “Do the Right Thing” standards and codes.
- Operate in accordance with Company policy and procedures at all times.

Duties as Administrative Assistant / Warehouse Coordinator

- Assist staff as directed by Market Manager and Office Manager
- Screen calls and distribute faxes to staff
- Help with any shipping and receiving needs.
- Keep office clean and organized
- Process any employee or customer related paper work as directed.
- Help coordinate the training of employees in their job according to company standards.
- Ensure and document that all employees complete all required training, know and understand company rules, security procedures, and proper chemical usage.
- Demonstrate good two-way communication skills with subordinates and other team members.
- Develop positive rapport with all staff treating all with dignity and respect.
- Coordinate training schedule with Market Managers & Office Manager & make sure there are no scheduling conflicts.
- Track all training completed per trainee and make certain all employee records are updated to include all training. Regularly reviewing Training files for accuracy and compliance.
- During start ups, follow up within 24 hours with each cleaner/supervisor asking if they have any questions or need clarification.
- Keep desk area, files, and binders organized
- Help janitors look sharp by replacing old uniforms when needed.