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# Example of Janitorial Manager Job Description

Our company is hiring for a janitorial manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for janitorial manager

* Responsible for the overall direction, coordination and evaluation of personnel
* Ensures that all required paperwork and reports are submitted timely and accurately
* Interact with customers/clients daily to obtain feedback on services and special needs
* Three to five years of progressive supervisory experience, preferably in Facility Management or Janitorial Services
* Must be able to write reports and business correspondence and effectively present information
* Assist in the development and implementation of strategic marketing plans, sales plans and forecasts to achieve corporate objectives for services
* Executes marketing plan by actively preparing sales through cold calling networking, and initiating sales prospects
* Prepares marketing activity reports and presents to management
* Implements sales forecasting activities
* Meets with key clients, and maintains relationships in negotiating and closing deals

## Qualifications for janitorial manager

* Flexibility to oversee operations for a local team while managing national vendor relationships
* Ability to collect and analyze performance and budget data to optimize programs that best serve multiple facilities and populations
* Knowledge of budgeting principles, and experience managing and balancing a program budget
* Experience managing contracts and maintaining vendor relationships
* Ability to develop service guidelines to inform MSA/SOW’s and 3rd party KPI’s
* Experience managing direct reports, creating work schedules, and leading a team