



Glean -Support Administrative Coordinator

Summary

We are seeking a **Support Administrative Coordinator** whose work is defined by being highly organized, maintaining **integrity, reliability, and able to support a team**.

We're seeking a highly **organized and proactive Support Coordinator** to be vital in our commercial cleaning operations. This important administrative role is perfect for someone who enjoys ensuring a team has everything it needs to succeed and takes pride in being a key contributor to a well-run company.

The hourly rate begins at **\$17.50-18.50 hourly** with access for tips, bonuses, and emergency fund access after the probationary period.

Key Tasks

- Communicate with our staff and customers to resolve challenges.
- Place and track **supply orders** through our online system.
- Order and **deliver supplies** to various client sites and manage the flow of our cleaning materials.
- Coordinate **laundry pick-up and transport**.
- Onboard **new customers** & resolve customer requests,

Requirements

- Must be legally authorized to work in the United States.
- Must be **physically able to lift up to 15 lbs** (heavy trash bags, backpack vacuum, equipment).
- Must maintain a **working computer, ipad, or smart phone** for electronic time tracking and communication (electronic timesheets are mandatory).
- Must maintain an active **bank account** for direct deposit of wages.

Core Responsibilities & Expectations

- **Diligent Cleaning:** Execute all cleaning tasks with a high degree of thoroughness, including dusting, sweeping, mopping, vacuuming, and sanitizing offices, restrooms, breakrooms, and common areas.
- **Physical Stamina:** Comfortably perform the physical demands of the role, including standing, bending, and lifting up to **30 lbs** (e.g., full trash bags, backpack vacuum cleaners).

- **Attention to Detail:** Consistently go beyond surface cleaning, focusing on the small details that elevate a space from clean to pristine.
- **Trustworthy & Independent Work:** Be a highly **reliable** team member who can be trusted to work independently, manage time effectively, and maintain the utmost professionalism and confidentiality while on client premises.
- **Teamwork and Communication:** Collaborate effectively with team members or work independently as needed, always communicating kindly and courteously with colleagues and clients.
- **Pride in Work:** Demonstrate a clear commitment to delivering high-quality results in every task, reflecting a strong personal work ethic and pride in your profession.
- **Technology :** Use and maintain cleaning equipment, online technology, and supplies properly and safely.

Required Character & Skill Traits

Honesty & Integrity	Maintains the highest ethical standards; is truthful and acts with sincerity in all interactions.
Organized & Trustworthiness	Fully capable of handling client property and confidential access with discretion.
Kindness & Courtesy	Interacts respectfully and politely with team members, clients, and the public at all times.
Detail-Oriented	Possesses a significant, inherent attention to detail, noticing and addressing areas others might overlook.

