



QUALITY ASSURANCE & OPERATIONS COORDINATOR

- At least 21 years of age
- Legally able to work in the United States
- Willing to undergo a background check
- Willing to maintain both a cell phone and bank account.

GENERAL JOB DUTIES

Quality Assurance inspectors are vital to a healthy and thriving commercial cleaning business. Therefore, we value having a detailed, reliable, honest, and friendly person in this role. Quality Assurance inspectors engage with both a range of customers, Glean staff, and our suppliers.

GENERAL TASKS

- Interface with our online phone app and web portal to develop an inspection schedule
- Complete inspections through phone app for each Glean location once monthly.
- Generate reports of inspection and submit them electronically to customers
- Check in with customers once monthly regarding updates or concerns.
- Develop a plan to resolve any issues and communicate it with staff.
- Attend quarterly meetings with staff to review any recurring issues or business updates.
- Aide with general business administrative tasks (including supply management and scheduling)

COMPENSATION

- \$15.00 hourly with bonus options

APPLY AT WWW.GLEANLLC.COM