

District Manager

Duties

- Manage up to 20 apartment communities and providing direction and oversight for up to 15-20 service valets within an assigned district
- Help ensure client satisfaction through thorough selection and supervision of the service team who perform the doorstep trash collection
- Ensure contract compliance and performance outcomes by setting clear expectations and monitoring the performance of the service valets in your district
- Complete required administrative and operational functions for management
- Other duties as assigned

Essential functions and duties include client service and support, managing service team members, and operations management.

Responsibilities:

- Managing service porters at specified properties
- Hire, train, and schedule service porters
- Client service support (visit properties during the day to ensure service is running smoothly)
- Assist in ordering, receiving, and transporting trash cans to new or existing clients
- Admin work associated with the position

Requirements:

- Prior leadership experience
- Unwavering work ethic, integrity and sense of accountability
- Ability to lead others
- Basic knowledge of personnel policies including hiring, interviewing and terminating
- Customer service experience and/or strong customer service focus
- Strong verbal and written communication skills
- Ability to effectively interact face to face with clients

- Basic knowledge of Microsoft Excel and Word
- Strong interpersonal skills including ability to establish rapport and resolve challenges promptly
- Ability to coordinate efforts and set priorities which accurately reflect the relative importance of job responsibilities
- Ability to perform effectively in environments with frequent workload changes and competing demands
- Valid driver license and good driving record
- Ability to operate a motor vehicle and drive for periods of time
- Flexibility to work and/or be on call during irregular hours depending on business needs
- Ability to occasionally work outdoors and work/drive in changing weather conditions
- Ability to occasionally climb stairs, walk distances, and be exposed to disagreeable odors
- Ability to occasionally lift 50 lbs
- Min of HS diploma Associates degree preferred

WeDoTrash Benefits:

- Work from home
- Laptop
- Cell Phone
- Allowance for business related expenses
- Company vehicle/gas card
- Career opportunity with a rising company with advancement and growth opportunities (Promote from within mentality)
- Stable, evolving organization
- Environmentally conscious organization
- Comprehensive group medical, dental and vision plans plus RX coverage
- Paid time off for vacation and sick time
- Company observed holidays