Populist
Cleaning Co

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Position Profile- Aria Tech

Reports to: Aria Manager

Skills and Competencies:

- Ability to interact professionally with high-end residential customers.
- Strong communication skills and a customer-focused mindset.
- Ability to clean, repair, and install window blinds.
- Ability to take accurate measurements onsite.
- Comfort using ladders and working at heights up to 20 ft.
- Able to lift and move up to 75 lbs.
- Basic computer proficiency.
- Tech savvy and able to learn additional software programs.
- Ability to complete forms, work orders, estimates, and commission worksheets accurately.
- Self-starter who can work independently.
- Reliable, organized, and consistent in following company procedures.
- Good time-management skills to complete daily routes and administrative tasks.
- Professionalism in representing the company on customer sites.
- Proficient in Microsoft Office Suite, Google Docs and Sheets, Adobe Acrobat Standard, Zoom, and Teams.

Common tasks include but are not limited to:

- Travel daily to multiple residential homes using a company van.
- Clean, repair, and sell window blinds to customers on-site.
- Take precise measurements at each home and record necessary information.
- Complete estimates and work orders, including calculating totals and sales tax.
- Turn in all completed paperwork and forms at the end of each day.
- Assist with the scheduling of installation appointments.
- Process orders in the Hunter Douglas sales system.
- Complete commission worksheets for each sale for accurate compensation.

Education, Certifications and/or Experience:

- Must maintain a safe, insurable driving record for use of the company vehicle.
- Chauffeur’s license, or willingness to obtain one.
- Basic computer literacy and ability to use software programs.
- Strong customer service skills.
- Prior experience in the window treatment industry and professional cleaning experience.

Work Environment:

- On-site work in residential homes across Southeast and Mid-Michigan, as well as Northwest Ohio.
- Daily travel using a company-provided, specially equipped service van.
- Independent work with minimal direct supervision.
- Physical environment includes lifting, carrying equipment, climbing ladders, and working at various heights.
- Combination of fieldwork and administrative tasks.