

# **American Restoration**

## **PROJECT MANAGER**

Come work for a company that makes a difference. We restore homes and businesses that have been destroyed by water, fire, wind and other disasters. We are a strong team that works together to repair property and restore people's lives. Are you ready for a challenge? Then we have an opportunity for a skilled estimator to sell and manage up to 40 small and medium size construction projects offering independence and freedom and little supervision. If you are the right person, ready for variety, have worked in construction, preferably residential remodeling, then this is the position to drive your desired accomplishments and results. You will need an understanding of estimating, sales, budgets, quality work, managing customer's expectations and completing projects on time and be interested in bottom line results.

We are a rapidly growing company. Our growth is the result of performing quality work, providing exceptional customer service and the quality of our team. Our business is rewarding and fast paced. This position carries status, a lot of responsibility and authority and is necessary in managing our client's expectations and meeting our production benchmarks. Send a short letter explaining why you are the ideal candidate for this position along with work history.

### **Overview:**

The project manager is responsible for obtaining fire, water, wind, vandalism, remodeling and other construction projects. They are also responsible for providing an accurate estimate that will allow for profitable production of the project. Additionally, they are responsible for a successfully managing the project through completion.

### **Responsibilities:**

- Sales and Marketing responsibilities:
  - Undertaking daily marketing activities in order to promote the company and maintain a steady supply of new work
  - Project estimating and sales
    - Provide timely estimates on all new jobs
  - Maintain all sales and production reports
  - Assure all key dates and details are updated in the tracking software
- Production management responsibilities
  - Review and approve all project schedules and budgets
  - Budget, schedule and manage projects
  - Assure that job books or files are set up for every project
  - Review job costing weekly to assure that the jobs are proceeding as expected.
  - Visit job sites as often as necessary to assure that they are proceeding as expected
  - Make routine calls to customer to assure they are pleased with the job progress and to answer any questions.

- Review and manage master schedule board to assure that all projects are being addressed appropriately
  - Make sure that all jobs are completed in a timely manner
    - Pay special attention to completion of the final details for project completion
    - Make sure that new jobs are started on time
- Maintain file notes for all customer communication
- Review purchase orders and time cards to assure they are correct and within budget constraints
- Post production responsibilities:
  - Contact all customers to assure that they are please with the project
  - Assure that all invoices are prepared and processed quickly
  - Collect any outstanding payments
  - Review project profitability
- Miscellaneous
  - Approve all hiring and firing decisions for direct reports
  - Assure that all performance appraisals are held on schedule
  - Assure that all labor and safety laws are followed