

Project Coordinator/Manager Assistant

Brief description

The position of Project Coordinator works closely with Project Managers on restoration projects by supporting and assisting in the area of administration, communication and dispatching.

Competitive wages, health and dental offered with this position.

Tasks

- Receive new jobs via phone, fax , Xactanalysis and email
- Enter and maintain accurate and complete job file information and provide data milestones in our project management software (Xactimate 27.5 version or higher).
- Set up and keep organized paper job files
- Assign and send work scopes to internal and external trades
- Type/transcribe and upload/send required job files
- Prepare, process and send restoration invoices
- Maintain communications and liaise with various stakeholders on behalf of the team
- Assist with regular reporting requirements
- Perform all tasks in timely manner to meet targets
- Supports Epic's Customer Service Philosophy offering expedient, respectful, courteous service.

Qualifications and requirements

- Must have at least 2+ years in an administrative roll.
- Must be proficient in using Xactimate Version 27.5 software or higher
- Experience in the construction, restoration, or insurance industry is an asset
- Post-secondary school as it relates to the roll is considered an asset.
- Strong computer skills including Microsoft Office, Excel and word and also have the ability to type 40+ words per minute with accuracy and precision
- Strong administrative and clerical skills.
- Ability to communicate effectively in English, both verbal and in writing
- Ability to work alone or with minimum supervision
- Ability to deal with difficult customers/clients on the phone to ease a difficult situation.
- Must be able to multitask and prioritize
- Ability to work in a constant changing environment

Lines of communication

- To report to Project Managers

Working conditions

- Work in office environment.
- Shift is from 7:30am to 4:00pm less a 30 min unpaid lunch break
- Overtime may be required from time to time