

**Title**            **Project Manager**

**Location**        Surrey, British Columbia

**Brief Job**

**Description**    The Project Manager is the leader of a multi-person team and is responsible for the successful completion of various restoration projects that are caused by fire, smoke, wind, water, mould and asbestos.

The Project Manager works in conjunction with the Property Owner, Adjuster/ Insurance Company or Property Management Company. Project Managers ensure that the projects are completed in a timely manner, on budget and to the highest quality standards bringing the properties to their pre-disaster condition.

**Restoration Vancouver offers competitive compensation with excellent benefits which include medical, dental, and life insurance benefits.**

**Primary Responsibilities:  
Project Management**

- Resumes with construction or renovation experience is considered a bonus and will be given priority;
- Perform Site inspections, including the Emergency Phase;
- Communicate with home & business owners, insurance adjusters and sub-contractors;
- Manage PMA's, sub-contractors and employees in successfully completing projects in a timely and efficient manner;
- Meet or exceed profit goals on each job;
- Ensure the preparation of accurate quotations through job costing and estimates;
- Be available to respond to 24 hour emergency restoration and mitigation calls;
- Create & execute project planner and revise as appropriate to meet changing needs and requirements;
- Effectively apply our methodology and enforce company protocols;
- Ensure project documents are complete, current and uploaded in eClaim appropriately.
- Build existing client relationships and generate new leads with adjusters and property managers.

## **Project Accounting & Financing Management**

- Manage project budget/estimate;
- Ensure timely and accurate invoicing and monitor receivables for each project;
- Follow up with clients, regarding unpaid invoices;
- Analyze project profitability, revenue, margins, bill rates and utilization;

## **KNOWLEDGE, SKILL & ABILITY REQUIRMENTS**

### **Knowledge**

- Experience in the restoration or construction industry in Supervisory position;
- Experience using MS Outlook, Word & Excel;
- Experience with Xactimate 25 or higher, preferred.

### **Skills**

- Excellent communication skills, both written and verbal;
- Strong customer service skills;
- Highly organized with attention to details;
- Decision making skills;
- Effective multitasking skills;

### **Abilities**

- Ability to execute processes in a mentally demanding and highly stressful work environment;
- Demonstrate sound work ethics;
- Proven ability to build and maintain strong working relationships both internally and externally;
- Be flexible, adaptable and able to work effectively in a variety of settings and as a member of a team.