



Job Description – Project Manager

Summary

As the face of the organization, you will be able to balance the needs of a variety of stakeholders including home owners, adjusters, and your own internal team. With a strong desire for success you will successfully manage projects to completion, develop new relationships, and actively obtain new business.

Core Competencies

- Superior verbal and written communication skills.
- Knowledge of building principals, IICRC, The Clean Trust, and industry remediation protocol's & insurance industry standards.
- Ability to market, develop relationships and generate business.
- Accuracy, attention to detail.
- Time management, multi-tasking, strong sense of urgency.
- Excellent delegation skills (upward/downward).

Job Duties

- Accurately build scopes using computerized sketching software.
- Review and approve estimations within defined timeframes.
- Interpret complex and diverse contracts, policies, and service level agreements and apply them to projects.
- Ensure all service level agreements are met through the life of a project.
- Balance a heavy workload; communicate between internal departments and other key players to ensure success.
- Meet defined revenue and profit margins.
- Manage all financial aspects of the project.
- Communicate outline of project, time frames, and any change to the home owner on an ongoing basis.
- Conduct regular site visits on active projects.

- Ensure communication is maintained with all internal and external stakeholders.
- Actively seek out and obtain new business.
- Develop relationships and market the Stutters brand within the restoration/insurance industries and the larger community.
- Commit to the “On Call Schedule”.
- Other duties as assigned.

Requirements

- Previous construction, restoration experience and sound structural knowledge required.
- Advanced knowledge of restoration/construction software including Xactimate, XactAnalysis, sketching software, databases and Microsoft Office programs.
- IICRC certification preferred
- Ability to work in a team environment.

Working Conditions

- Ability to drive and visit projects covering a vast geographical area.
- Able to lift at least 50 lbs.
- Manual dexterity required to use desktop computer and peripherals.
- On call rotation 24 hours per day