Reconstruction Project Manager

Shelby, NC 28150

Full-time

We are the disaster specialists in the insurance restoration industry and have an immediate need for an experienced Reconstruction Project Manager who has a proven ability to sell and direct multiple projects. We are committed to hiring highly motivated professionals with a proven track record of managing projects from start to finish.

We’re available 24/7, whenever disaster strikes. Whether it is fire, smoke, water or sewer damage, we use the latest technologies and techniques to mitigate any damages that have occurred in a home or business. ***We are a licensed, certified restoration company and hold contractor licenses in both North and South Carolina.***

*We operate with a set of principles which drive our everyday efforts:*

**Helping others | Compassion and Respect | Putting people to work**

*At American Restoration, we are not just a group of employees; we are a team dedicated to providing our clients the best possible service while returning lives and businesses back to normal.*

**Responsibilities:**

* Scope project and provide detailed notes to estimating manager. Review final estimate and prepare a cost-effective client project plan and schedule, outlining a sensible use of resources and time. Responsible for bringing project to completion within schedule and budget.
* Meet and review Estimate with client, set expectations and obtain Contract authorization. Establish draw schedule as appropriate. Provides customer support and maintains extensive contact with clients until completion of project.
* Selects and coordinates the work of subcontractors working on various phases of the project.
* Creates work orders and purchase orders and manages costs throughout the life of the project: responds to accounting for updates and approvals where needed.
* Regularly reviews project specifications to ensure work is being properly completed and quality standards have been met.
* Ensures all job files are current and thorough; manages and inputs all documentation needed to support both internal and external databases for successful project completion.
* Assures that all permitting is in place as needed and all work is completed according to required building codes and industry standards.
* Provides leadership to team members; sets and drives positive company culture and teamwork environment; sets goals and ensures that they are met.
* Provides training for growth and advancement opportunities to enhance the talents of company personnel, and to support company initiatives.

**Qualifications/Skills:**

* Minimum High School Diploma with Extended Technical Education.
* Possess the ability to read and write English to a High School level.
* 5 years Construction experience, preferred.
* Prior Management experience (People and Processes), preferred.
* Must have advanced technology skills including Microsoft Office applications.
* IICRC Certifications, a plus.
* Ability to quickly learn new systems and applications.
* Ability to bring out the best performance in the workforce through proactive employee engagement and support.
* Effective organization, planning, problem solving and analytical skills.
* A self-starting, self-managing individual with a highly developed sense of ownership to achieve results.
* A proven track record of managing projects from start to finish- budgeting, production, costs, materials, etc.
* Must be able to participate in on-call rotation to respond to emergency calls after normal business hours.
* Must have valid driver’s license and satisfactory driving record.
* Must pass background screening and drug testing.

**We offer:**

* Competitive compensation and benefits package
* A great team environment
* Room for growth and professional development
* Company vehicle, cell-phone, laptop, and other tools needed to help you be successful in this role