

Project Coordinator

Our Story

Over 35 years ago, Priority Restoration started as a company rooted in helping people get their lives back after the unexpected happens. We work with a team of the most talented and skilled individuals in the business. We are committed to ongoing training and development of our team. Deeply rooted in our core values are integrity, compassion, reliability and progression. We take pride in our commitment to live these values in everything we do, every time, with every client.

Position Summary

The Project Coordinator (PC) is the key communicator for the property owner on projects. The PC is responsible for overseeing the scheduling, coordination and budget for the project, ensuring a high level of quality and service, in conjunction with the Service Level Agreements required by the Insurance Companies compliance and protocol standards.

Typical Duties include, but are not limited to

- Creating & maintaining budgets for every project
- Acting as the key contact for property owners
- Creating schedules and coordinating all sub trades & in-house carpenters for projects
- Issuing P.O's (Purchase Orders) to sub trades & in-house carpenters
- Working with the Site Supervisor to oversee projects & deliverables
- Billing, invoicing, & closing of all projects in a timely manner
- Communicating & reporting to Adjusters, Brokers, Clients, Project Teams, and Management on Project/Job status when required
- Sending weekly updates/meeting minutes for key projects where necessary
- Receiving and communicating all clients requests/issues on quality, service levels and trade performances
- Ensuring all paper work is in order and supporting documents for Purchase Orders, and Change Orders are included in file
- Responsible for Collecting Client deductibles, Work Authorizations and Certificate of Completion to Property Owner that meets client SLA's
- Tracking and follow up on all A/R until complete
- Understanding & applying all Insurance Companies compliance and protocols, ensuring all SLAs (Service Level Agreements) are met
- Ensuring proper processes and documentation are followed for Private work, including but not limited to- Work Authorization, Progress billing and targeted margins are met
- Attendance and participation in bimonthly project team meetings to forecast current and upcoming months closing, unquoted, in production jobs, and outstanding AR
- Submitting and forecasting project reports and financial reports to management
- Ensuring policy and warranty accounts are controlled and at a minimum
- Responding and updating Xactanalysis notes daily
- Understanding the Xactimate and Xactanalysis Software program
- Sketching and scope via Xactimate
- Remains current with market pricing for materials, supplies & labour
- Seeking new sub trades that meet PRS standards and criteria

Priority Restoration values their employees and believes in providing specialized industry training to individuals that demonstrate self-motivation, passion, and interest in growing with the company.

How to apply:

In person/Mail: 1300 Church Ave, R2X 1G4

Fax: 204-783-7173

E-mail: careers@priorityrestoration.com

Website: <http://www.priorityrestoration.com>

