

Project Manager

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 Manager is responsible for ensuring the satisfaction of property owners, insurance adjusters and brokers through accurate and professional scoping and assessment of the affected properties, completion of projects, including project changes, property owner upgrades, while maintaining the overall targeted profit margins on each project. The Project Manager oversees the emergency mitigation process until completion in preparation for the property re-build. The Project Manager plays the lead role on the project team, and is responsible for overseeing and working with all team members to ensure the overall quality and completion of each job.

Typical Duties include, but are not limited to

- Accepting claims from PRS Claims Department, direct from insurance adjuster and/or insurance broker, ensuring acknowledgement of Claim via email or Xactimate
- Contacting property owner within (SLA) of Insurance Company Compliance & Protocol Standards to acknowledge acceptance of claim and arrange for meeting time to assess the property
- Strong understanding of PRS claims process and project cycle times
- Creating spec's (detailed plan) for Insurance Adjuster approval of damaged property area(s), through assessing damages, accurately measuring and sketching area, taking accurate photos for internal database, and ensuring information is gathered where needs are required (i.e: movers, replacement of furnace etc..)
- Creating an estimate for the File based on approved spec's
- Assigning the coordination of the File to the Project Coordinator once estimate has been approved and "go-ahead" has been given
- Leading and overseeing the Site Supervisor position, providing direction of project and setting expectations and standards for completion are met
- Responding to all QA and RWE requests in a timely manor
- Working with and leading the Project Coordinator to review Budget for all Files
- Overseeing site and ensuring safety standards are met by all
- Attendance and participation in bimonthly project team meetings to forecast current and upcoming months closing, unquoted, in production jobs, and outstanding AR
- Working with Project Coordinator ensuring accuracy of closings and overall margins are met, policy and warranty accounts are controlled and at a minimum on files
- Knowledge and continuous learning of all Insurance Companies compliance and protocols, ensuring all SLAs (Service Level Agreements) are met
- Attending all scheduled Meetings, and leading by example through participation
- Building new and maintaining existing relationships with the industry personnel, including but not limited to: insurance adjuster, insurance brokers, insurance claims managers, sub-trades
- Remains current with market pricing for materials, supplies & labour
- Plays a lead role on site for safety, and has a strong understanding and adherence to PRS National COR Safety Standards which include but are not limited to PPE and or safety reposting and documentation

Abilities

- Maintain a positive and professional attitude
- Work in a team environment
- Strong verbal and written communication skills
- Strong organizational and time-management skills
- Provide excellent customer service
- Willing to work in dusty conditions

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- Ability to work 7:30 am-4:30 pm and be part of an on-call rotation
- Have a valid driver's licence and provide a drivers abstract
- Provide a clear Criminal Record Check
- IICRC certification is an asset
- Have restoration and/or construction experience
- Must be willing to work out of town and additional hours as required

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>

