

## **Restoration Project Manager**

We are seeking a proactive individual who will work directly with sales staff and homeowners to move restoration projects from start to finish. The Restoration Project Manager will ensure that each project's scope is completed in an efficient manner, that workmanship meets our quality standards, and budgets are maintained. He or she will coordinate Highmark carpenters and subcontractors and remain in constant communication with homeowners. The project management goal at Restorations by Highmark is to achieve the highest level of homeowner satisfaction and maintain project profitability.

Restorations by Highmark provides high-quality restoration services for water, fire/smoke damage, mold and biohazard. We work directly with insurance companies to ensure our clients' homes are restored to better than original condition. We are proud to be a locally owned business, building trust in our clients and community.

**\*\*Starting salary between \$60,000-\$80,000\*\***

If you are a confident communicator and know the inside and out of homes and how they are put together, then this position is for you!

Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees.



Come see what it's like to be a part of a Top Workplace!

### **Responsibilities:**

- Maintain construction knowledge to a degree in which it can be communicated confidently to homeowners and allow for efficient communication with subcontractors
- Set realistic expectations with homeowners in regard to schedule, construction process, and completed product
- Guide homeowners to efficiently complete all necessary selections
- Assemble, communicate, and carry out realistic schedules
- Constantly communicate day to day activity with homeowners
- Intelligently and resourcefully manage and solve problems whether they are structural, aesthetic, or interactive
- Understand each projects budget and find a way to stay under it for the defined scope of work
- Manage each projects budget projection
- Ensure change orders are created and approved before their scope is underway
- Organize project schedules and details in such a way that allows for quality management of maximum workload.
- Must remain proactive in moving each project from start to finish

- Secure all necessary permits
- Schedule all necessary inspections
- Lead, manage and hold accountable job supervisors and field staff
- Work closely with estimators to ensure project scopes and estimates are accurate
- Participate in weekly labor meetings
- Assist in collections of receivables from clients and insurance companies

**Qualifications:**

- Exemplify the 5 Core Values of Highmark: Trustworthy, Intentional, Driven, Humble, and Wise
- Competitive Wage + Commission
- 5+ years' experience in the construction industry
- 3+ years' experience in Restoration Project Management
- Valid driver's license and clean driving record
- Highly motivated and organized
- Experience producing and maintaining project schedules
- Able to work with a team
- Excellent communication skills
- Maintain organization while working on multiple restoration projects at once
- Experience with Microsoft Office software and BuilderTREND

**Benefits:**

- Flexible Paid Time Off Policy- **Offered to employees to promote work/life balance**
- Advancement and Education Opportunities
- Company Vehicle
- Health Insurance- **company pays 100% of employee-only premium**
- Dental Insurance
- Vision Insurance
- Paid Holidays
- Profit Sharing
- 401K
- Paid Employee Referral Program