



Restorations by Highmark is seeking a skilled and experienced **Project Manager**. The Restorations Project Manager plays a crucial role in overseeing and managing restoration projects related to damage in residential and commercial properties. This role involves managing project timelines, budgets, resources, and communication with clients, insurance companies, and subcontractors to ensure successful and timely project completion while ensuring Highmark's standards and high-quality work.

Pay: \$60K - \$80K + Bonuses

Responsibilities:

- Plan, coordinate, and oversee restoration projects from start to finish, ensuring they are completed on time, within scope, and budget.
- Conduct site assessments to determine the extent of damage and develop a comprehensive restoration plan.
- Contract Review
- Schedule the work
- Construction
- Obtain building permits
- Create purchase orders for subcontractors/suppliers (Use Project Coordinator)
- Create change orders for clients and subcontractors
- Pricing for client selections & change orders
- Timely invoice approval
- Change orders
- Ensure draws and invoices are completed per the contract documents
- Manage punchlists per the process
- Manage warranty lists per the process
- Client Communication
- Team Coordination
- Documentation and Reporting
- Budget and Resource Management
- Quality Assurance
- Continuous Improvement

What Highmark Companies offers to you:

- Competitive Wage
- Company Vehicle + Fuel Card
- Health Insurance- Company pays 100% of employee premium
- Health Savings Account
- Dental
- Vision
- 401K + Company Matching
- Paid Holidays
- Paid Time off
- Profit Sharing
- Paid Employee Referral Program
- Great culture and team dynamic



Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune in 2022 & 2023! 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!**



Qualifications:

- Proven experience in project management, particularly in water, fire, and mold restoration.
- Strong knowledge of construction practices, building codes, and insurance processes.
- Proficiency in project management software and tools.
- Experience understanding Xactimate or other estimating software.
- Strong negotiation and conflict resolution skills.
- Ability to handle multiple projects simultaneously and prioritize tasks effectively.
- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Problem-solving and decision-making skills
- Attention to detail and a commitment to quality
- Leadership and team management capabilities
- 4-year college degree construction management certification - preferred
- Valid driver's license and good driving record and ability to pass an MVR screening.
- Valid DOT Medical Card or the ability to obtain DOT Medical Card.
- Must pass a background check.
- Exemplify the 5 core values of Highmark: Trustworthy, Humble, Intentional, Driven & Wise.