

Restoration Project Manager

Job Description

Come join the growing team at Soil-Away Cleaning and Restoration Services. You have the opportunity to join a well-established, family business that emphasizes values such as hard work, integrity and taking pride in what you do. If you are looking to learn a trade or expand your skills in a fast-paced, service-based industry this may be the position for you. In addition to industry training and certification opportunities, Soil-Away offers competitive compensation along with a wide range of benefits including health insurance and 401(k) retirement.

NOTE: MUST HAVE XACTIMATE (XM8) SOFTWARE EXPERIENCE TO BE CONSIDERED FOR POSITION. PLEASE DO NOT APPLY IF YOU DO NOT HAVE XACTIMATE EXPERIENCE.

Primary Responsibilities and Skills:

- Basic to intermediate skill level in Xactimate along with ability to upload a loss to insurance companies
- On site assessment and job scoping of water, fire, smoke, damage
- Inside estimating/invoicing – process documentation returned from the field project managers
- Complete all job documentation in order to invoice for work completed in a timely fashion
- Ability to proactively communicate loss details, scope of work, and problem resolution with all parties involved in a loss i.e. homeowners, insurance professionals, property managers, business owners, etc.
- Field calls from customers and /or field workers to answer questions on processes, procedures, standards, products used etc.
- Ability to field after-hours emergency calls, document pertinent details and put a team in motion to respond to a loss
- Empathy and a sense of urgency in dealing with property owners who have suffered water, fire, smoke, or mold damage

Education and/or Experience:

- Experience in construction and or restoration industry
- 2+ years of Xactimate experience
- IICRC certifications (WTR, ASD, Fire & Smoke, Mold) or be working toward attaining
- College degree preferred, minimum high school

Job Type: Full-time