

The Whole Show Restorations Inc. is currently seeking an experienced restoration professional to join our team in a project manager role. Embark on this journey with us and become the driving force behind our continued success. This isn't just a job; it's your next exciting career milestone.

Role Overview: As a Project Manager at The Whole Show Restorations Inc, you will play a pivotal role in steering our insurance restoration projects from start to finish. You'll be the central hub, working hand-in-hand with clients, insurance adjusters, sub-contractors, property managers and our experienced team, ensuring every restoration project is a triumph of coordination, timing and client satisfaction.

Key Responsibilities:

1) Project Planning and Initiation:

- Assess and outline the scope, including damage assessment and necessary repairs
- Craft comprehensive project plans, timelines and budgets
- Secure all required permits and approvals

2) Client communication:

- Be the primary contact for clients, providing regular updates and addressing queries
- Foster clear, effective communication with property owners or policyholders, and team members
- Collaborate with insurance adjusters, qualifying restoration estimates

3) Contractor Management:

- Select and oversee sub-trades
- Ensure performance, work quality, and safety compliance

4) Budget & Cost Control:

- Monitor expenses to ensure projects remain within budget
- Negotiate pricing and contracts, maintaining financial vigilance

5) Timeline and Schedule Management:

- Develop and maintain project schedules, ensuring timely progress
- Tackle delays proactively to meet crucial deadlines

6) Quality Assurance:

- Guarantee that restoration work meets industry standards and client expectations
- Regularly inspect workmanship to uphold The Whole Show's high standards and reputation

7) Documentation & Reporting:

- Keep meticulous records, including contracts, permits and written communication
- Provide consistent progress reports to clients, insurance companies and TWS team members

8) Health & Safety Compliance:

- Uphold all safety protocols and regulations
- Promptly address safety concerns

Qualifications & Skills:

- Two plus years in a project management role, preferable in the restoration industry
- Knowledge of the claim restoration process, and construction background is an asset
- Communicate effectively and efficiently both written and oral
- Experience using MS Outlook, Word & Excel required.
- Experience using Xactimate and Encircle software is a bonus
- Asbestos abatement awareness is an asset
- IICRC Certifications preferred
- Be flexible, adaptable and able to work effectively in a variety of settings and as a member of a team.
- Ability to manage multiple projects simultaneously

What we offer:

- Competitive salary range of \$65,000 - \$85,000 plus performance-based, attainable bonus structure
- Company vehicle and gas allowance
- Strong administration team and dedicated estimator
- Extended health plan including medical, dental and employee assistance program, following probationary period
- Valid BC Driver's license and clean abstract
- Relevant training can be provided to the right candidate

How to apply:

Candidates must be able to provide a clear criminal background check to be eligible for hire. Please apply with cover letter and resume, stating salary expectations, to info@twsrestorations.com.