

# **THE WHOLE SHOW RESTORATIONS INC.**

## **PROJECT MANAGER ASSISTANT**

Our Company specializes in property restoration for insurance related claims. We work with insurance adjusters as well as business and homeowners to restore properties to pre-loss condition after occurrences such as fire, flood or wind damage.

We are looking for a dedicated individual to assist the project manager with the administrative aspects of claims handling.

### **Key Responsibilities:**

- Provide administrative support to the project manager.
- Assist the project manager in planning, scheduling and coordinating project activities.
- Handle correspondence, e-mails and phone calls in a professional manner.
- Communicate with team members, clients and sub-trades to relay project updates.
- Maintain and organize files, documents and records.
- Prepare invoices and reports as needed.
- Perform other administrative tasks as assigned.

### **Qualifications:**

- Minimum **1 year** of experience in an office setting.
- Proficiency in Microsoft Office (Word, Excel and Outlook).
- Strong communication and interpersonal skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks and work independently.
- A professional, positive disposition.
- Previous experience in the restoration industry is an asset.

### **Wage, Incentives & Benefits:**

- \$23 - \$26 per hour, depending on experience
- Full-time position, 40 hours per week
- Group health and dental benefits, life insurance and long-term disability benefits are available upon completion of the probationary period

Please submit your resume and cover letter by email to [info@twsrc.com](mailto:info@twsrc.com) or drop it off in person at our office, 1360 Alburni Hwy, Parksville.