

External Publication for Company Employment Opportunity

Job Title: Project Manager – Restoration/Mitigation

Employment Fraction: Full-time, salary

Location: Corporate Headquarters

Start Date: Within 2 weeks

Department: Operations

City: Richfield

Carrara Companies at a Glance

Carrara Companies is an award winning, diversified general contracting company headquartered in Richfield, Ohio. A locally owned company, its divisions and affiliates are involved in residential and commercial cleaning, construction, and restoration services. The cleaning division is a member of the Steamatic franchise, which operates in 28 countries around the world.

About the Opportunity

The Project Manager/Estimator is an individual capable of overall management of a restoration project from the initial visit to final day of work. This individual must be able to communicate with the customer, work crews, lead carpenters/technicians, General Manager, and insurance company (if applicable) on all aspects of the job.

Core Responsibilities

- Responsible for job profitability-Gross Profit
- Customer Service
- Managing job from start to finish
- Contract administration and collection
- Complete accurate estimates on the job based on proper estimating protocols
- Show samples and get customer to sign off before ordering
- Schedule subcontractors
- Develop Subcontractors
- Insurance Company-Project Manager will maintain communication by email/phone to the adjuster at all times
 - o After the start of the mitigation
 - o During the job where applicable
 - o At completion of job
 - o Also, if something changes during the job or any issue arises, the adjuster must be made aware of it
- Customer (Insurance Company/Homeowner)-Project Manager will communicate with the customer as to what work is going to be done and address any concerns or questions the customer might have before they leave the job.

- Production Manager/Lead Carpenter/Technician-The Project Manager will be responsible to communicate to the Production Manager or Lead Carpenter/Technician in detail the scope of work, and must be available to answer any questions that the Production Manager, Lead Carpenter/Technician, or crews might have during the job.
- General Manager/Production Manager-Project Managers are responsible for communicating status of jobs, including any issues that might arise during the job to the General Manager and Production Manager.

Qualifications

- Two to four year degree
- Knowledge and experience in executing efficient production
- Ability to plan and anticipate changes in schedule
- Knowledge of coverage area-i.e. quadrants or zones
- Maximizing labor and efficiency
- Customer Service focused
- Excellent organizational skills
- Detailed oriented
- Able to handle multiple tasks
- Able to prioritize
- Self-motivated, able to work independently with little or no supervision
- Excellent verbal and written communication skills

Benefits and Compensation

At Carrara Companies, employees are the key to our success. We depend on their talents to meet the challenges of our changing business environment. We are committed to rewarding individual and team efforts through our total rewards philosophy which includes competitive pay plus incentive compensation, 401-(k), medical, prescription drug, dental, vision, and life insurance programs, as well as skills development training. Carrara Companies proudly supports Affirmative Action. Carrara Companies is an Equal Opportunity Employer. Carrara Companies is committed to workforce diversity. M/F/D/V encouraged in applying. No recruiters or agencies without a previously signed contract.

Safety

Safety is a core value for Carrara Companies and is essential to all of our business activities. We ensure employees have the tools, information, and processes to perform their duties in a manner that assures safety for themselves, their co-workers, our customers, and the public. Our goals are to provide a safe work environment, to maintain an accident-free, injury-free workplace, and to promote and maintain public safety. To meet these goals, we dedicate ourselves to achieving world-class safety standards.