



We currently have an immediate opening for a self-motivated, responsible and detail oriented Emergency Services Project Manager to work for our full service disaster restoration company in Waukegan, IL. We provide unsurpassed emergency response to restoration issues along with reconstruction services to the residential and commercial insurance industry.

Position Summary: The Project Manager will be responsible for developing a definition of a project, in conjunction with the Property Owner, Adjuster, and/or Insurance Company. Ensures that the project is delivered on time and to the required standard. Focus is on scoping and estimating the work required to restore properties to their pre-disaster state. The Project Manager will lead projects, manage work crews if necessary, subcontractors and suppliers related to each project. Build and maintain strong, trustworthy relationships with our existing and new clients to build a steady book of business.

Skills and Knowledge-Applicant may have, or will acquire after hire:

- Detailed understanding of mitigation practices for property that has suffered water, wind, mold, or fire damage
- Strong interpersonal and communication skills, both written and oral, to assist clients, adjusters, and project estimators in a professional manner.
- Have the ability to delegate and manage multiple priorities through an organized and efficient system.
- Must be able to work with, and manage, others in a fast paced environment while providing excellent service to our clients with integrity and passion.
- Customer service oriented with the ability to deal with customers under stressful situations.
- Establish priorities and meet prioritized schedules, deadlines and goals.
- We prefer Project Management experience in the residential and/or commercial restoration/re-construction industry; Or, adjuster/agency experience in the residential or commercial insurance industry.
- We prefer experience in the following: water damage, fire damage, structural drying, pack-out, mold remediation, residential / commercial cleaning services and other types of remediation and restoration.
- Prefer Certification relevant to the industry.

- Xactimate software experience is a must