

PROJECT COORDINATOR: CONSTRUCTION/RECONSTRUCTION DIVISION

ACR is a leading restoration and commercial property restoration company. We are dedicated to the restoration of properties damaged by water, wind, fire, and mold, as well as trauma scenes and other bio-hazard contamination. For the past 32 years, ACR has excelled at providing solutions for our customers and affiliates with honesty and complete transparency. The level of care, genuine empathy, and compassion, which every member of ACR demonstrates to our property owners, is what truly separates us from the typical restorer.

ACR has enjoyed the success and satisfaction of being a leader in the restoration industry. This can be attributed to the commitment we have to our customers, and because of our staff. We have a family culture at ACR and if you are looking for an opportunity to play a significant role in the organization's success and can thrive in a team atmosphere, we may have a great opportunity for you.

Our ideal candidate must be customer service minded, energetic, dependable, and detail oriented. A minimum of 5 years of industry experience and existing qualified subcontractor base is required. Candidates must be able to work days, and/or weekends as needed, have a valid driver's license, and be able to pass a background check.

- Answer phones/collect job information when needed, enter information into DASH
- Prepare inspection reports, bid packets and other job-related documents for review by Project Manager
- Assist Construction team members with preparing job files, including but not limited to service agreements, purchase orders, change orders, punch lists, material lists and purchase orders
- Managing several Vendor Program requirements, notes, time points, estimates, etc.
- Assist Construction team members with reporting and documenting site inspections, adjuster walk through, city inspectors and various job-related tasks
- Assist Construction team members in scheduling dumpsters, material deliveries, etc.
- Build construction schedules and job budgets
- Work with Building Departments to obtain job related permits, insurance bonds, COI, etc.
- Work with Mortgage companies/Banks for scheduling inspections, progress payments and waiver of liens and any other necessary paperwork.
- Make collection related calls to Customers, Banks and Bank inspectors
- Prepare weekly progress reports
- Additional responsibilities may be needed based on future needs

If you feel that you fit this description, please apply directly to this posting and you may be contacted by an ACR representative based on the qualifications of your attached resume.

John Schaefer

Full time

Director of Operations

Salary + Benefits

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866-645-1165

