



## Restoration Estimator

### Summary:

Elite Construction is seeking an experienced Insurance Restoration Estimator to join our Chicagoland team. Candidate must have extensive knowledge of the Xactimate estimating program, and experience in residential & commercial property insurance claims and estimating. Established contacts within the industry with adjusters, property managers, agents, etc. would be helpful. We are seeking an individual to estimate existing projects, sell restoration services to clients to bring in new business, and develop relationships with adjusters.

The duties and responsibilities for this position include, but are not limited to the following:

### Responsibilities:

- Scheduling meetings with home owners/ business owners
- Estimate projects and manage multiple clients simultaneously
- Communicating effectively with insurance adjusters & home owners
- Build relationships with adjusters and clients for referrals
- Oversee files through completion and determine resources needed for each project, while keeping project within established profit margins

### Qualifications:

- 5 years + experience in the estimating and restoration fields- structure, water, mold, mitigation, contents, etc.
- Working knowledge of restoration processes and procedures
- Minimum of Intermediate level expertise with Xactimate estimating software, & sketch a plus.
- Ability to effectively communicate with home owners/ business owners, and claim adjusters
- Ability to multi-task and meet deadlines
- Strong time management and organizational skills
- Willingness to have a flexible schedule
- Established contacts within the industry a plus
- IICRC Certifications in Fire, Water, and or Mold Remediation & HAAG Certification for roofing a plus

Estimators will have the use of a company vehicle, cell phone, laptop, a competitive salary, and company health insurance. Interested candidates should fax their resumes to Rachel Palkovics at 630-378-5201. NO phone calls please. Qualified candidates only will be contacted for an interview. Must be local, no relocation packages offered.