

Project Manager/Team Leader:

SERVPRO Team Nichols is looking for qualified individuals to assist in project management and estimating. We have three successful franchises just south of I80 based in Manteno Illinois. Our franchises consistently rank in the Top 100 in the country and our reputation throughout the region speaks for itself.

While most company's require PM's to handle all phases of the job process including estimating, producing and collecting, we have a fully staffed administrative team that assists our PM's throughout the job process. This allows for customer service to be the main focus. We have experienced and hard working technicians that follow directions well and simply need leadership.

For the right individual(s), making the move to our growing business means a new start. We are close to the highway for folks that live in the suburbs (25% of our staff lives north of I80). The cost of living and schools are great and there's NO TRAFFIC!!

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

Responsibilities include, but are not limited to:

- Complete inspections, *often urgent*, in both residential and commercial setting
- Perform project documentation – service agreements, change orders, estimates, job set-ups, budgets, schedules, selections sheets, punch lists, etc.
- Scheduling of field staff and subcontractors
- Requirements:
- Experience working with vendor programs and TPA's
- Highly skilled in negotiating bids
- 5 years of industry related experience
- Ability to follow a process
- Proficient with the Xactimate estimating platform
- Valid driver's license and clean background
- Available to respond to emergencies 24/7
- Positive attitude and strong work-ethic
- If you feel that you fit this description, please apply directly by sending your resume to humanresources@servprokankakeecounty.com

Job Type: Full-time

Compensation: Competitive per industry standards