

ARS Restoration Services focuses on projects ranging from Residential/Commercial to small/large Industrial. Our specialty is in restoring homes and commercial buildings back to their pre-loss condition, whether they have been affected by water, fire, mold or vandalism. We work hand in hand with the insurance industry in assisting them with their client's losses.

Due to growth, we are currently looking for an experienced **Project Manager** to add to our team (GTA office).

The Project Manager is responsible for coordinating and executing all ARS activities on all claims to which they are assigned.

Main responsibilities will include:

- Managing all aspects of emergency and restoration claims (scoping, sketching, estimating, coordination of resources, communication with insured and adjuster, etc.).
- Ensuring the estimate timelines are met
- Educating the client on the process of repair, the timing of service delivery and realistic expectations.
- Prepares accurate job costing and estimation, ensuring target margins are met.
- Delivering exceptional customer service to insurance stakeholders, homeowners, and property managers.
- Providing leadership in Health and Safety, by ensuring the company health and safety policies and procedures are followed.
- Being proactive in resolving customer service issues.
- Inspecting progress and work quality throughout the project lifespan.
- Generating new leads through relationships with adjusters and property managers.
- Ability to manage several projects at any given time, with a continuous focus on financial results will be key to your success.

In addition, the individual needs to possess the following:

- 7-10 years' experience managing construction or renovation projects
- 7-10 years working directly within the Emergency and Restoration industry (insurance)
- Exceptional networking skills
- Positive reputation within the market place for getting results
- Proven ability to manage, coach and mentor crew
- Exceptional software skills - MS office suite, MS project, Xactimate and Xactanalysis
- For immediate consideration please forward your resume in confidence today.

Access Restoration Services Ltd welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

While we thank all for your interest only those with the outlined criteria will be contacted.