

Restoration Project Manager

Universal Management & Maintenance Co., Inc.

Enid, OK

We are very well-established property restoration and cleaning company based in Enid, OK. We have a seasoned crew with marketing in place and need a manager who is willing and able to grow with the company. This position will occupy a key role that we plan to develop into senior leadership and possibly more in the next five years.

This is a unique opportunity with a tremendous amount of growth potential.

Ideally, we are looking for someone with restoration experience, preferably water mitigation and/or floor restoration experience. Fluency with Xactimate is highly desired but not required. An ability to run the mitigation department on day one would be the strongest attribute a candidate could possess.

While we have a crew in place, a hands-on level of supervision, planning, and direction will be necessary as we grow the department. We need a mature and committed self-starter with an entrepreneurial spirit.

We believe this is a very special opportunity for the right person. The rewards will be very good for someone willing to put in the effort.

Job Summary:

The Restoration Project Manager is responsible for managing a wide range of functions necessary to obtain and successfully execute reconstruction projects. They are responsible for ensuring a high quality of service in all dealings with customers, clients, subcontractors, resource providers, and company employees involved in mitigation and reconstruction services.

Duties and responsibilities:

- Creating long- and short-term plans, including setting targets for milestones, adhering to deadlines, and allocating resources.
- Coordinating staff, subcontractors, and internal resources.
- Managing relationships with customers and employees.
- Evaluate, estimate, and sell projects.
- Negotiate terms and set expectations.
- Work on the budget.
- Secure a signed Certificate of Completion and Certificate of Satisfaction from Customer.
- Manage all warranty activities.

High levels of the below skills to perform well in the role:

- Effective written and verbal communication skills.
- Capacity to manage high stress situations.
- Ability to multi-task and manage various project elements simultaneously.

- Leadership skills.
- Big picture thinking and vision.
- Attention to detail.
- Conflict resolution skills.

Job qualifications and requirements:

- Bachelors or associate degree ideal.
- Preferably have previous floor care restoration experience.
- Driver's license with a clean record.
- Strong work references.
- Have been employed in the past for at least 5 years at one job.
- Supervisor experience for at least 1 year.
- Schedule availability.

Note: *This position is NOT a M-F 8am-5pm position. We cater to our customer's needs. We are looking for someone who can work days, nights, and weekends. Approx. 40-45 hours per week.*

Pay and Benefits:

Starting pay will be based on experience and references. This position will be incentivized to earn \$16.00-\$23.00 per hour within the first year of employment plus benefits. We have an amazing team. Our employees are our number one asset. Come be a part of our team!

Please do not apply if you do not meet the above requirements.