

Paul Davis is a rapidly growing company that is an industry leader in the areas of property damage mitigation, contents cleaning and storage, and reconstruction. We are the highest and most reviewed Restoration company in the Pacific Northwest and are seeking an experienced Commercial Construction Project Manager who will help train and manage our Commercial projects team. Are you that person?

**What you'll do:**

- Responsible for managing and training new Project Managers and Estimators in the Commercial claims team
- Professionally represent the Paul Davis Restoration principles of honesty and integrity
- Work alongside Estimating/Planning teammates in the preparation and execution of multiple projects
- Complete project lifecycle to include pre-construction on-site meetings when appropriate, planning, scheduling, executing, and closing projects
- Inspect all assigned projects for progress and work quality. Secure and record all required project documentation such as work authorizations, change orders, and closeout documents.
- Establish and maintain project conditions: (i.e.: quality workmanship, homeowner relationships, safety, cleanliness, and tradespeople conduct)
- Build relationships with insurance professionals, tradespeople, consumers, and others to help ensure future employee and company growth

**Skills you will need:**

- 6+ years of Construction/Restoration/Home Improvement Experience
- 3+ Years of Management experience
- Strong Planning/Scheduling skills
- Experience in a service industry environment a plus
- Outstanding written and verbal communication skills
- Polite, confident, and excellent customer service skills, including listening and questioning skills
- Ability to remain calm and professional during tense or stressful situations
- Excellent organizational skills and strong attention to detail
- Very self-motivated and goal-oriented, Ability to multi-task
- Capability to work in a fast-paced, team-oriented office environment
- Proficiency in Microsoft Office (i.e., Outlook, Word, Excel)

**Compensation:** \$70-\$90k base Depending on Experience

**Benefits:**

- PTO – Paid Time off
- Seven company paid holidays
- Medical, dental, vision benefits
- Use of Company Vehicle
- 401K with employer contribution
- Company recognition
- Paid Professional and Industry certifications and training
- Fun, family-focused culture

*Paul Davis Restoration is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*