



JOIN THE TEAM

Project Manager

Are you highly organized, detail-oriented and reliable?
Do you thrive in a fast-paced, ever-changing work environment?
Are you energized by problem-solving and in-depth scheduling?
Do you desire a deeper knowledge of construction business management?

If you answered YES to the above, read on!

THE ROLE

The Project Manager is the customer's main contact throughout the production phase of the workflow. This position is intended to ensure the customers' expectations are clearly documented and carried out during the production process. The Project Manager will also review all project documentation and ensure each project is produced on time and within budget.

THE RESPONSIBILITIES

- ❖ Build work/material orders by referencing insurance estimates, initial photos, current pricing lists and other project documentation.
- ❖ Ensure the Project Assistant is informed on the details of each project and hold them accountable for adhering to those details.
- ❖ Upload project documents/photos into company CRM and maintain consistent communication with internal staff regarding all project updates.
- ❖ Review all subcontractor and material supplier invoices for accuracy.
- ❖ Determine financial objectives, forecast expenses and initiate corrective actions as needed throughout projects.
- ❖ Communicate with customers daily to confirm satisfaction with the progression of the project.
- ❖ Ensure all HomeGuard employees and subcontractors are communicating with customers in a professional and polite manner.
- ❖ Conduct final walk-through with customers prior to production completion and obtain final signature on Completion Certificate.

THE BENEFITS

- ❖ An opportunity to join our team early on and ride the wave of rapid growth with us!
- ❖ Enjoy being compensated at a competitive annual salary with a bonus structure incentive.
- ❖ Paid holidays and time off for all employees after 60 days of employment.
- ❖ Excellent health benefits are available to all employees after 60 days of employment.

If this listing intrigues you and you feel ready to take the next steps towards working with HomeGuard Roofing & Restoration please send Chris an email with your resume attached. We look forward to speaking with you!

Chris Menard
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