

## **ESTIMATOR/PROJECT MANAGER/SALES**

### **Damage Restoration/Insurance Division Dayton, OH**

**A. E. Fickert is hiring Estimators/Project Managers for the Damage Restoration/Insurance division** for the Dayton, OH market. This position primarily will estimate and sell fire, water, wind and other property damage repair jobs and will work closely with insurance companies and adjusters.

#### **COMPANY BACKGROUND:**

**A. E. Fickert** is the leading damage restoration, commercial renovation and residential remodeling company in Ohio with offices in Dayton and Cincinnati, Ohio and, we are celebrating our 55<sup>th</sup> year in business. We are looking for an energetic team player to join our Executive Team; an individual that is committed to conducting business according to our core beliefs: Be Honest; Do Your Best; and Treat Everyone with Respect and Dignity.

#### **RESPONSIBILITIES:**

The position of Project Manager is primarily accountable for writing accurate estimates and selling jobs. You will work as part of a TEAM, consisting of a Project Coordinator/Superintendent and Production Administrative Assistant. The TEAM is responsible for selling and PRODUCING the work it sells. The Project Manager writes and estimates scopes and has the ultimate responsibility that the team is performing so that every job is done on time and under budget. Project Managers are also responsible for undertaking marketing activities that will lead to more work from current sources and new work from new sources. As an Estimator/Project Manager, your ability to effectively work in our fast paced environment while managing multiple priorities is essential.

#### ***Key responsibilities include:***

- Prepare accurate job estimates and negotiate them.
- Meet sales goals: sell jobs and actively market for new leads.
- Lead your project team.
- Ensure your team is producing jobs on time and under budget.
- Proper file documentation.
- Prepare work in process calculations.
- Oversee job cost reporting.
- Ensure customer satisfaction.

#### **QUALIFICATIONS:**

- In depth knowledge of the commercial/residential construction industry, knowledge of restoration processes and procedures is beneficial.
- Ability to multi-task and work under pressure and deadlines.
- Excellent written and verbal communication skills.
- Excellent mathematical aptitude.

- Strong sense of urgency.
- Excellent ability to complete required paperwork correctly and punctuality.
- Advanced computer skills, particularly MS Word, Excel, and Outlook.
- Must be familiar with estimating software: Xactimate experience desired, but not required.
- Very strong organizational skills
- Hard working team player who can easily adapt to changing needs.
- Strong desire to learn and excel!

**COMPENSATION & BENEFITS:**

A. E. Fickert offers a professional environment, stability, upward mobility and excellent benefits. Liberal salary and benefits include medical insurance, 401(k), discretionary bonuses, take home vehicle/truck allowance, laptop, cell, etc. Generous commissions will also be included.