



Palace Restoration, a Denver metro full-service restoration contractor and general contractor, has a full-time position available for an Estimator/Project Manager.

Why Palace Restoration?

Palace Restoration is continuing to grow with team members that fit our company culture, mission, and vision. We are looking for hard working, professional individuals that care about the clients they work with and the company they work for. As the longest standing restoration contractor in the Denver metro area, Palace Restoration is interested in adding team members that are a great fit and are looking for a long term position with the opportunity for growth.

Vision: To be the most valued construction and restoration services partner.

Mission: To exceed expectations by providing exceptional services to our clients, coworkers, and community.

Goal: Building better lives

General Responsibilities / Duties

Listed below are minimal duties. Other duties will be assigned by the Division Manager

- Contact and close sales opportunities from both personal as well as company generated leads
- Estimate and negotiate the appropriate scope of work with insurance providers and clients
- Take a comprehensive photo documentation of each project at the time of original estimate
- Work with the project Superintendent to get progress and completion photos throughout each project into the file
- Budget and produce work to achieve company set profit margins
- Work closely with project Superintendents to complete work efficiently and provide exceptional customer service
- Communicate to all clients both verbally and with written documentation
- Maintain a constant communication with insurance carriers and clients throughout the reconstruction process
- Facilitate materials selection and ensure it is both in budget and approved through written documentation by the customer
- Dress professionally and maintain an excellent customer presence
- Update each file throughout the process and close jobs out effectively
- Continuously develop new clients and new business opportunities
- Actively monitor accounts receivable and work with the project accountant to collect available funds



Ideal Characteristics

- Self-starter with exceptional organization skills
- Excels and enjoys working with people and interpersonal relationships
- Exceptional communication skills both verbal and written
- Enjoys a team atmosphere and the opportunity to elevate team members
- Able to handle a large volume of tasks and prioritize appropriately
- Effectively sets expectations to under promise and over deliver
- Is adaptable and flexible to varying volumes and types of work
- Do what you say you will do

Experience Required

- Must be familiar with both commercial and residential reconstruction
- Experience with the Xactimate estimating software
- Must have excellent written and verbal communication skills
- Basic level Microsoft office skills
- Estimating and Project management minimum of two years

Check us out online at www.palace911.com

We offer a great benefit package including medical, dental, and vision insurance. 401k with employer match. Company paid life insurance, short and long term disability. We offer 10 days vacation a year, 8 days sick, and 8 paid holidays.

Palace Restoration provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Compensation: \$77,000 to \$90,000 based on experience

Employment Type: full-time

Job Title: Estimator/Project Manager

Contact: hr@palaceconst.com

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