



# PROJECT DIRECTOR

**The Project Director** is responsible for managing and closing new business opportunities through leads and referrals generated by personal business development and marketing activities. The Project Director works closely with owners and managers of commercial, industrial, government, and residential properties damaged by man-made or natural disasters to develop cost estimates for restoration, renovation, environmental, and roofing services.

Job Type: **Full-time**

## RESPONSIBILITIES:

- **Accountabilities**
  - Sales
  - Profit Margins
  - Business Development Activity
  - Estimating Proficiency
  - Customer Satisfaction
- **Principle Duties/Responsibilities/Sales**
  - Meet or exceed sales and profitability goals
  - Generate, manage, and close sales leads generated from company and personal referral sources.
  - Inspect, and determine the appropriate scope of repairs
  - Work with estimating team to complete professional estimates
  - Prepare small scale estimates promptly and accurately
  - Achieve profit margins in line with company goals
  - Obtain and submit subcontractor bids as needed
- **Marketing & Business Development**
  - Market ASR to new customers
  - Target major account, large loss executives, and facility/property. management executives via weekly sales and business development activity
  - Lead the participation in industry functions, such as trade shows
  - Attend industry-related functions for marketing purposes
  - Document and track all prospect and client data in ASR's CRM system
  - Foster close working relationships with subcontractors and vendor partners



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- **Project Coordination**

- Provide all project information to Project Manager and Project Accountant including budget, completion date, and all other relevant information
- Ensure production team understands scope, budget, and schedule
- Work with production to obtain all signed change orders for all changes to the project, as required
- Act as a positive liaison between ASR, the customer, and Project Manager. Check in with all clients weekly
- Ensure weekly communication commitments are kept

- **General Requirements**

- Adhere to all company Best Practices
- Provide the highest level of customer services at all times
- Add to a positive corporate culture

## QUALIFICATIONS:

- Bachelor's degree in Business, Marketing, Construction Management, or related field (preferred)
- 2+years recent marketing/business development and sales experience in the property restoration industry with a proven track record of sales growth
- Must be able to attend evening Business Development networking functions
- Intermediate level Microsoft Office skills
- Experience utilizing Xactimate software (preferred)
- Experience with social media platforms such as LinkedIn (preferred)
- Candidates must pass pre-employment criminal background and MVR check

## BENEFITS & COMPENSATION:

- Competitive Pay
- Paid Short-term disability
- Paid Long-term care
- Full benefits package after 90 day probationary period
- Health insurance
- Dental insurance
- Vision Insurance
- Company laptop
- Company Cell Phone
- Auto reimbursement and fuel card
- Paid time off
- 401K
- Continuous training, employee development, and promoting within



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## WORK ENVIRONMENT & PHYSICAL DEMANDS FOR POSITION

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can range from quiet to moderately loud.

The employee must regularly lift and/or move between 25-50 pounds. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle material, reach with hands and arms, and talk and hear. The employee is required to stoop, kneel, crouch, or occasionally crawl. The employee is occasionally required to sit.

## APPLY AT:

[info@asrcompanies.com](mailto:info@asrcompanies.com)

