



Project Manager

General Description:

Genesis Home Restorations is seeking an experienced and outgoing Project Manager to assist with the day-to-day operations of the business and develop the knowledge and understanding of the company to quickly transition to the role of General Manager following an induction and training period.

About Genesis Home Restorations:

Genesis Home Restorations is a family-owned company located in Overland Park, KS, serving the greater Kansas City Metro area and specializing in the assessment and restoration of homes and businesses back to a healthy environment for their occupants. This process involves the inspection, relevant testing, and restoration of these properties, with a focus on scientific data to inform decisions, and a commitment to the use of environmentally-friendly products to achieve these results. We greatly value the strong reputation we've built and maintain an unparalleled commitment to our high standards of communication and customer satisfaction.

Qualifications:

- High school diploma or GED. Bachelor's degree preferred, but not required
- Exceptional communication skills (Bi-lingual in English/Spanish is a plus!)
- Strong customer service and people skills
- Able to effectively manage multiple projects
- Proficient in basic computer programs (Microsoft Office Suite & Adobe)
- Able to carry out inspection, testing, and restoration procedures as needed
- Dependable, responsible and able to work independently
- 3-5 years of experience in any of the following:
 - Home Inspections
 - Property Restoration (Water Damage, Mold, etc.)
 - Environmental Testing
- 1-3 years of experience in any of the following:
 - Business Management
 - Project Management
 - Crew/Staff Management

Primary Responsibilities:

- Acquire and maintain necessary certifications in
Mold Inspection, Testing, and Remediation
Water Damage Restoration
Indoor Air Quality Testing
- Maintain complete knowledge of all Genesis products and services
- Manage or perform inspections, estimates, treatments, and installations as scheduled
- Provide unparalleled customer service and communication to all potential and current clients
- Manage prospective and existing projects from initial contact to completion
- Hire and train prospective employees and technicians
- Manage all existing and prospective business relationships
- Manage equipment, supply inventory, and purchasing
- Assist with marketing and advertising for Genesis
- Oversee, file for & maintain all company certifications and licenses
- Other duties as assigned

Work Status:

Full-Time

Reporting:

Position will report to the Management team for Amerine Family Enterprises, parent company of Genesis Home Restorations