

Account Manager

Job Description

ProTec is seeking skilled, professional Account Managers who are driven and capable of successfully managing 20-30 maintenance accounts.

Job Responsibilities

- Manage 20-35 maintenance accounts
- Supervise 5-10 employees and coordinate required maintenance jobs
- Prioritize and execute all client generated Work Orders
- Purchasing: evaluate material needs of jobs, purchase necessary materials with accuracy and in correct quantities, analyze material needs for projects and produce a material take-off
- Prepare job costs for billing and achieve profitable gross profit margins

Job Qualifications

- Trades: Ability to multi-task in 2-3 of the following trades: Carpentry/finish carpentry/framing; concrete/masonry/brick; Drywall; Electrical/lighting repair; Painting; Plumbing repair; Roofing repair; Stucco/stucco repair; Welding
- Office skills: Communication (excellent reading, writing and verbal skills); Computer skills in Microsoft Office (Excel, Word and Outlook); Proficient in Outlook (ability to attach files/convert documents to PDF format; Typing
- Must have proficiency in managing clients, employees, resources and jobs
- Dedication to excellent customer service, possess entrepreneurial spirit, superior organizational skills, enjoys hard work and the ability to help administration produce effective invoices, billing and collections
- Experience in construction, repairs, estimating and maintenance required
- Tools: working knowledge of the safe use of manual and power tools
- Troubleshooting: ability to identify future building problems
- Willing to work in the field as a construction technician when needed
- General Contractor's License a plus
- Handyman business experience a plus

ProTec Benefits

- **Competitive Wages and Salaries:** ProTec offers excellent, industry leading compensation in a high performing, fun and flexible environment
- **Bonus Programs (discretionary):** Monthly production; Sales; Year-end profit sharing
- **Company Paid Vacation Days:** Hourly employees earn 1 week (40 hours) of paid vacation per year. After 5 years, employees earn 2 weeks (80 hours) of paid vacation per year. Salaried employees (Account Managers included) earn 2 weeks paid vacation per year
- **Company Paid Holidays:** Hourly employees receive 3 company paid holidays per year; salaried employees are paid for 6 holidays per year

- **Company Paid Medical, Dental and Vision Insurance:** ProTec provides comprehensive employer paid plans for employee and/or spouse and/or domestic partner and family members. Plans are offered through Anthem Blue Cross and SIMNSA. *Employer pays for 70% of the employee and 30% of spouse/partner/children
- **Company Paid Life Insurance:** Employer paid life insurance policy (\$25,000) for employee.
- **Retirement Plan:** 401k Plan offered
- **Company Paid Vehicle (and/or Mileage):** Account Managers are provided company vehicles and fuel cards. ProTec pays for mileage on employee vehicles used during work
- **Company Provided Work Equipment & Phones:** Company provided large tools and replacement of small personal tools used on the job; company provided cell phone and uniforms
- **The Advantage Group Plans (voluntary):** Various voluntary insurance coverage, such as accident plans, hospital protection plans, short term disability, cancer plans, etc. are offered
- **Educational Opportunities:** Tuition reimbursement for work related classes and courses; on the job training; paid educational programs

As part of our pre-employment process, **ALL** applicants must submit to a background check and pre-placement physical.



APPLICATION FOR EMPLOYMENT

ProTec Building Services is an Equal Opportunity Employer. We adhere to a policy of making all employment decisions without regard to race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation, gender identity, citizenship or any other protected classification which may be applicable under federal, state or local law.

A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications. Please complete and sign the application. Failure to complete and/or sign the application will result in disqualification from further consideration for employment. A completed and signed application will remain active for a period of 30 days from the date of the application.

Last Name		First Name		Mid. Initial
Street Address			City	State Zip
Home Telephone (Area Code)	Business Telephone	Cell Number (Area Code)	Are you currently legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you learn of our employment opportunities?		Are you related to any employee of ProTec? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please provide name	
If you learned of our opportunities from a current ProTec employee, please provide first/last name and location.				Can you lift a minimum 50 lbs? <input type="checkbox"/> Yes <input type="checkbox"/> No
Previously employed by ProTec? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when and where?	Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are under the age of 18, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Desired Location(s): <input type="checkbox"/> San Diego <input type="checkbox"/> Orange County <input type="checkbox"/> Inland Empire <input type="checkbox"/> Los Angeles <input type="checkbox"/> Las Vegas				
Desired Work Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time				
Would you be available to work overtime or alternate work schedule, if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Would you be willing to work an intermittent schedule (Saturday and/or Sunday) when required? <input type="checkbox"/> Yes <input type="checkbox"/> No				
For positions that require driving, do you have a valid driver's license and California/Nevada auto insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No				
POSITION DESIRED:	PAY DESIRED: \$	DATE AVAILABLE TO BEGIN:	ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION

School	Name and location of school	Course of Study	# of Years completed	Did you graduate?	Degree or Diploma
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	

CERTIFICATIONS/LICENSES

Name of Certification/License	Issuing State	Expiration Date	Certification/License Number

EMPLOYMENT HISTORY

Starting with your present or most recent job, list all work experience and periods of unemployment for the past **10 years**. **A resume does not substitute this portion of the application.** You may also include voluntary experience if desired. If additional space is needed, attach additional sheets.

NOTE: REGARDING MILITARY SERVICE, a dishonorable discharge or anything other than an honorable conditions discharge does not automatically disqualify you from consideration for employment. Other factors will affect a final decision. Do not include information regarding services in the military of a foreign country. Do not include information regarding date or type of discharge.

Employer	From (month/year)	To (month/year)	Phone	
Address	Supervisor's Name	Starting pay: \$	Ending pay: \$	
Job Title	EXPLAIN: <input type="checkbox"/> Quit <input type="checkbox"/> Layoff <input type="checkbox"/> Discharge <input type="checkbox"/> Current Employer: Reason for making this change:		May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties/Responsibilities				
Employer	From (month/year)	To (month/year)	Phone	
Address	Supervisor's Name	Starting pay: \$	Ending pay: \$	
Job Title	EXPLAIN: <input type="checkbox"/> Quit <input type="checkbox"/> Layoff <input type="checkbox"/> Discharge Reason for Leaving:		May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties/Responsibilities				
Employer	From (month/year)	To (month/year)	Phone	
Address	Supervisor's Name	Starting pay: \$	Ending pay: \$	
Job Title	EXPLAIN: <input type="checkbox"/> Quit <input type="checkbox"/> Layoff <input type="checkbox"/> Discharge Reason for Leaving:		May we contact this employer for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Duties/Responsibilities				

Have you ever entered into any agreements with any former employer or other entity (for example, an agreement not to compete or confidentiality agreement that may impact your ability to work for ProTec Building Services? Yes No

If yes, please provide us with a copy of such agreement(s).

PROFESSIONAL OR PERSONAL REFERENCES

List below 3 persons not related to you who have knowledge of your work performance or work history.

Name	Occupation	<input type="checkbox"/> Professional <input type="checkbox"/> Personal
Address		Phone Number
Name	Occupation	<input type="checkbox"/> Professional <input type="checkbox"/> Personal
Address		Phone Number
Name	Occupation	<input type="checkbox"/> Professional <input type="checkbox"/> Personal
Address		Phone Number

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

_____ I understand that this application is not intended to create, nor should create, an express or implied contract of employment. It does not create contractual obligations of any kind. If hired, I will be employed at will; I understand that this means that either I am or the employer is free to terminate the employment relationship at any time with or without cause or prior notice.
Initials

_____ I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for will result in refusal to hire or, if hired, will result in my dismissal at any time regardless of when the false answer or omissions are discovered.
Initials

_____ I authorize the investigation of all matters contained in this application, including a criminal background check, and hereby authorize ProTec Building Services to thoroughly investigate my references, work record and other matters related to my suitability for employment. Furthermore, I authorize the references I have listed to disclose to ProTec any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
Initials

_____ As a condition of my employment, I hereby agree that if I am offered employment, I will submit to a required medical evaluation. I understand that any medical evaluation procedure is consistent with the company's commitment to the disabled and consistent with the Americans with Disabilities Act. I further understand that the purpose of the medical examination is solely to determine whether I am able to perform the essential functions of the position offered, with or without any reasonable accommodation.
Initials

_____ I understand that no representative of ProTec Building Services, other than the Board of Directors, has any authority to enter into an agreement for employment for any specified period of time or, in any way, to modify the at-will nature of the employment relationship. I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement, as a condition of the employment. I further understand that, at a minimum, such agreement will restrict my ability to solicit business from ProTec Building Services clients and customers or induce ProTec Building Services' employees to leave their employment during my employment and for a one-year period following the termination of my employment. Such agreement will also prohibit the use and disclosure by me of certain confidential information that I have acquired during my employment.
Initials

_____ I understand that ProTec Building Services has adopted an Employment Arbitration Policy to resolve any dispute which may arise related to my employment or termination of employment. I understand that arbitration is exclusively used for the resolution of employment related disputes, which are based on a legal claim, and that arbitration decisions are final and binding upon both ProTec Building Services and myself. I agree to comply with ProTec Building Services' Employment Arbitration Policy in any covered employment dispute with ProTec.
Initials

SIGNATURE

DATE

APPLICANT NAME: _____ PHONE NO. _____

Do you own a pick-up truck or cargo van that will be used for work? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, what type of vehicle do you own?
Which of the following tools do you own: <input type="checkbox"/> Power Tools <input type="checkbox"/> Cordless Tools <input type="checkbox"/> Hand Tools <input type="checkbox"/> Tool Shop at Home <input type="checkbox"/> Other:	

SKILL & EXPERIENCE EVALUATION

PLEASE INDICATE WHETHER YOU HAVE PREVIOUS EXPERIENCE, YEARS OF EXPERIENCE AND RATE YOUR SKILL LEVEL (1=Low to 5=High)

Office Skills:	YES	NO	# OF YEARS	1 Low	2	3 Med	4	5 High	Notes:
Computer Skills	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
MS Word, Excel, PP	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Internet/Email	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Estimating Software	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other: _____									

Skills in the following Trades:	YES	NO	# OF YEARS	1 Low	2	3 Med	4	5 High	Notes:
Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Finished Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cabinetry	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roofing	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stucco Repair	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Masonry/Brick	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Concrete Finishing	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Texture & Drywall	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Painting	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Soldering Copper	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Welding Steel	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Primary Experience:	YES	NO	# OF YEARS	1 Low	2	3 Med	4	5 High	Notes:
Building Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Apartments	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
HOAs	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Commercial	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
High Rise	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Other Relevant Experience:	YES	NO	# OF YEARS	1 Low	2	3 Med	4	5 High	Notes:
Construction:									
Apartments	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Condos	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Commercial	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Remodels:									
Additions	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Residential	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Commercial	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

VOLUNTARY STATISTICAL INFORMATION

To further its commitment to EEO, ProTec Building Services requests that applicants voluntarily provide the following information. All information is confidential and this section will be detached prior to application review, which will not be considered for hiring purposes. All employment decisions will be based on the individual's qualifications, abilities and performance – not on the basis of personal characteristics unrelated to successful job performance.

Last Name	First Name	MI	Position
<input style="width: 50px; height: 30px; border: 1px solid black;" type="text"/> <input style="width: 50px; height: 30px; border: 1px solid black;" type="text"/> <input style="width: 50px; height: 30px; border: 1px solid black;" type="text"/> <input style="width: 50px; height: 30px; border: 1px solid black;" type="text"/>			
Last 4 digits of Social Security		Birthday mm/dd/yy	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male

Citizenship

- Naturalized
- Native
- Alien

Ethnic Affiliation (Mark one)

- Asian or Pacific Islander
- American Indian or Alaskan Native
- Black (not of Hispanic origin)
- Hispanic
- White (not of Hispanic origin)

Education

- Less than High School
- High School or GED
- Junior College
- Four-year College
- Graduate work beyond four years

Job Source Information

I first learned of this job opening through (mark one):

- A friend or relative:

Name: _____

- Advertising (newspaper)

Publication: _____

- On-line Job Posting:

Website: _____

- ProTec Building Services Website
- Walk-In to our office
- ProTec's Truck Advertising