

SERVICES

Strategic Planning/Visioning
Master Planning
Building Systems Integration
Implementation Oversight
Project Management

SYSTEMS

Audiovisual
Cabling Infrastructure
Network
Public Safety
Security
Voice
Wireless

PROJECT MANAGER

Responsible for the full life cycle oversight of AV, IT, Security, Wireless Technology projects including but not limited to, managing the development of design & construction documents and specifications, budgets, leveling proposals, coordinating with systems vendors, monitoring and inspecting work performed.

Primary Responsibilities include:

- Act as the project liaison to clients implementing AV, IT, Security, etc. technology solutions
- Provide project management leadership to the design team with regards to all aspects of project delivery (scope, budget, schedule, client relations, conflict resolution, quality control, etc.)
- Oversee the development and delivery of technology contract documents for bidding, award and installation
- Collaborate on new and innovative solutions
- Provide feedback on lessons learned and be an active participant in enhancing corporate processes to improve quality

Required Skills:

- Impeccable organizational skills, attention to detail, and ability to handle multiple tasks concurrently
- Excellent computer skills including proficiency with MS Office Suites. MS Project, AutoCAD and Revit are a plus
- Excellent writing, editing and communication abilities
- Time management and prioritization skills
- Professional demeanor and appearance at all times, especially when interacting with clients and employees
- Ability to build and maintain rapport with all levels of staff, clients and vendors
- Impeccable phone etiquette, enthusiastic personality and positive team player mentality
- Developing and maintaining of the project plan and budget
- Managing project deliverables
- Proficiency with:
 - Reading and understanding construction documents
 - Understand construction design, bid and build sequences
- Familiar with:
 - Cabling infrastructure installations
 - Audiovisual Systems and design solutions
 - Physical Security design solutions (CCTV, access control, etc.)
 - Network systems designs and implementation
 - Voice System and Carrier Solutions (Digital, IP, Hosted)
 - Wireless systems solutions (802.11x, in-building radio/cellular)
 - Low voltage building systems (lighting control, BMS, metering, etc.)

Required Education and Experience

Associate degree or equivalent in construction management, project management, engineering or related field
Minimum 3 years' experience in a project management role in the low voltage systems industry
Able to pass a background check