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AV Project Manager – Res/Comcl Bozeman, MT

Description

Our Bozeman, Montana based client is a specialty electronics design and integration company focusing on high-end residential and light commercial projects. In particular they specialize in the design, installation and maintenance of distributed video & audio systems, private theaters, media rooms, lighting, shading and environmental controls as well as data, phone and video services infrastructure.

The Project Manager is responsible for managing custom residential systems installations from the sales process through project completion in such a way as to optimize profitability, promote customer satisfaction and maintain the Company's reputation.

Responsibilities

Maintain proper communications between company and all parties involved throughout the installation period to include the client, general contractors, architect, interior/lighting designers, engineers, consultants, etc.

Ensure timely completion and delivery of project documents to communicate the wiring design, layout, appearance, and programming requirements of project to field personnel, clients, and others.

Manage expectations of the client, general contractors, designers, consultants, etc.

Maintain proactive and regular communication, in writing as necessary, with clients, general contractors, and other project representatives in order to keep others informed about job progress and schedule.

Provide and coordinate the provision of all project documentation.

Ensure the continual updating of the project binder with meeting notes, detail drawings, product specifications, correspondence, punch lists, construction schedules, programming information, etc.

Maintain a detailed and accurate to-do list for each assigned project. To-do lists should include tasks such as communications, coordination, product research, issue resolution, checking on equipment status, and more.

Request the prompt submission of change orders from the Design or Technical Department for any re-design that may be necessary due to changes in the construction or the provision of new information.

Schedule, coordinate, and conduct site walk-throughs, including site inspections throughout the construction process and upon the completion of each phase of system installation to ensure quality control.

Schedule and conduct project review and update meetings with Design, Senior Project Management, and/or Lead Technician to review the system design, installation procedures and methodology, or programming details.

Employment Type

Full Time

Industry

Custom Electronics/Integrator

Job Location

Bozeman, MT

Date posted

February 22, 2019

Schedule and conduct meetings with clients and/or designers to review expectations pertaining to finish details, programming, intended use, and completion schedule.

Present close-out package to client or stakeholder at project completion.

Request the purchase of equipment and materials for assigned projects on a timely basis to ensure that required equipment is in stock prior to the scheduled installation date.

Provide timely and complete review of and response to Daily Field Reports from Technicians. Issue task assignments to Technicians for assigned projects prior to 9:00 PM daily.

Additional duties and responsibilities, as assigned by the Production Manager and/or Operations Manager.

Qualifications

5+ years of experience in AV or related industry.

Project management experience.

Proficiency in wired and wireless networks.

Extensive organization and communication skills, including written and verbal.

Knowledge of current industry trends.

Job Benefits

Competitive Annual Salary.

Employer paid health insurance.

Dental, vision, and family health insurance available for purchase.

Wellness stipend.

Paid time off.

401k with 3.5% employer match available after 6 months – fully vested after 2 years of employment.

Company vehicle.

Company Laptop.

Cell phone stipend.