# \*Insert Company Logo Here\*

# AV Project Manager

**Location:** Local operations office

**Reports to:** Operations Manager

**Direct Reports:** Lead Technicians

Position Overview

This position is an experienced professional who uses their organizational and coaching skills to manage the installation phase of sophisticated residential and/or light commercial technology systems including, but not limited to, distributed video and audio systems, private theaters, media rooms, lighting, shading, environmental controls as well as data, phone and video services infrastructure for clients. They are fully responsible for the project from signed contract to client delivery and coordinate the work of the technical team assigned to the project.

Essential Duties and Responsibilities:

* Responsible for managing technology system installation projects from the sales process through project completion so as to optimize profitability and promote customer satisfaction.
* Working with the Operations Manager this position ensures profitability optimization by consistently analyzing actual labor versus proposed/forecasted labor and works with purchasing on the proper timing of equipment and material delivery.
* Management and upkeep of Project information including accuracy of Client information and communication, contract, change orders, equipment lists, work orders/labor logs, Field Notes and Engineering Documentation, Associated trade contact information.
* Regular review of projects to insure proper billing, lead times and receipt of payments.
* Tracking of all Change Orders submitted to or by Sales.
* Maintain proactive and regular communications, in writing as necessary, with clients, general contractors and other project representatives in order to keep others informed about job progress and schedule.
* Ensure the timely completion and delivery of project documents necessary to communicate to field personnel, clients, and others the intended wiring design, layout, appearance, and programming requirements of individual components of the project.
* Promotes consistent adherence to the Company’s project process among all project team members
* Promotes a cohesive team spirit by providing training, guidance, cooperation, and support.

Skills and Abilities Required:

* Should have a minimum of 5 years’ experience in project management or electronic systems installation.
* Ability to manage people and processes. Ability to read and understand technical specifications and blueprints.
* Ability to perform calculations, analyze reports, and engage in strategic and creative problem solving. Language requirements are reading, writing, spelling in English.
* Advanced verbal skills for conversations with other staff, clients, project managers and the technician team as well as written skills for project documentation.
* Ability to communicate effectively in person and/or via email, phone, text to varied audiences.
* A strong work ethic and an ability to perform well under stressful conditions.