JOB DESCRIPTION

JOB TITLE: Transition Engineer
REPORTING TO: Engineering Director
WORKING HOURS: 37.5 hours per week
LOCATION: Sunbury

ROLE SUMMARY

As the company's Transition Engineer, you will be joining our projects team to help assist with final commissioning, training and post project support on our audiovisual projects. Duties include overseeing the planning, Scheduling of training and Handover to the Service team.

You must be able to develop and maintain strong partnership with all members of the projects, operations and Service teams. Establish and maintain clear and frequent verbal and written communication both within the company and with the client and its other vendors and consultants.

DUTIES AND RESPONSIBILITIES

- Take full responsibility to manage all your workload including planning and scheduling of training and handover tasks on customer sites through the UK and rest of world.
- You are to report to the Engineering Director and Ops Manager daily to ensure all AVMI training requirements are scheduled and completed in a timely and effective manner.
- You need to fully understand the project scope of works and project milestones for all systems that require training and post project support tasks. You will then be fully responsible for all aspects of delivering training and transitioning service on time thereafter.
- Communicate the updates and status, both internally and wit the client and consultant through regular daily, weekly logs and reports.
- Manage customer changes to scope of works by generating effective communication to the Project Manager and the Ops Team.
- Coordinate onsite training tasks and administer client sign-off with the support of project team engineers.
- After training duties when the project is complete, you will be required to conduct a thorough system handover to the service team deliver manager and the service team.
- Perform other activities and assume further responsibilities as projects demand and/or as directed by the Engineering Director or Ops team.
- Manage all administration of these tasks and processes to ensure all post project documentation is archived and delivered on time. This includes the control and flow of documentation provided below.
- Update Commissioning Inspections.
- Change Control.
- IP Configuration documentation.
- Weekly reports to Project Manager & Ops Manager.
- Snagging documentation.
- Secure handover management and archive of control code and software files.
- Handover documentation.

SKILL SET REQUIREMENTS
- Ability to read, edit and upload control code and software files.
- Excellent verbal and written communication skills.
- Ability to interface well with clients and co-workers and to lead subordinate staff effectively.
- Forecasting and planning workload with excellent planning and organisation.
- Capable on working on several project simultaneously.
- Demonstrate excellent planning and organisational skills.
- Excellent technical knowledge of network topologies and troubleshooting.
- Good knowledge of LAN topologies.
- Qualified with Crestron, AMX, Extron, DSP config files and other required control software.

REQUIREMENTS
- Minimum 3 years of professional commissioning and training experience in the audio/visual industry.
- ICIA CTS certification preferred.
- Hands-on experience and knowledge of current products and trends in audio, video, show control and/or related industries.
- Crestron Certified Programmer qualified.

WHY WORK FOR AVMI
- Be part of a fast-growing company working with some of the world's biggest brands
- Ambitions to become a global player (recent office openings in New York and Hong Kong)
- An evolving business that provides great opportunity for development and progression
- Full training program provided
- Great team environment