

JOB DESCRIPTION

POSITION: Project Manager
DIVISION: Projects – New York Office
REPORTS TO: Project Director

ROLE OVERVIEW

Oversee all commercial facets of Audio Visual projects. Act as the client's primary contact with the company and ensure that all contractual commitments are met. This position is responsible for managing the project's budget and schedule requirements both externally, with the client, and internally, with the Project team. Duties include overseeing project engineering, rack build, installation and programming stages of each project. Ability to develop and maintain a strong partnership with assigned Project Engineer. Ensure good clear level of communication with all internal divisions of the business as well as with our clients.

ROLE AND RESPONSIBILITIES

- Ensure that projects are completed in a timely, efficient manner to our clients' satisfaction and in compliance with all contract requirements
- Take full responsibility of commercial and contractual obligations of multiple projects simultaneously
- Prepare and manage project schedules and budgets and provide updates as required
- Communicate project process and status, both internally and with the client, through regular daily, weekly, and monthly project logs, reports and updates
- Work with AVMI's Streamline online project delivery platform where required
- Manage project scheduling and staffing with in-house and sub-contracted labour
- Oversee project site managers and installer ensuring projects schedules are adhered to
- Ensure that final documentation packages (i.e O & M manuals, "as-built" schematics, etc.) are prepared and contract close-out occurs in a timely manner
- Coordinate invoicing and assist in collecting accounts receivable
- Travel and out of town stays are required in this position
- Perform other activities and assume further responsibilities as projects demand and/or as directed by the immediate Manager

SKILLS REQUIRED

- Ability to interface well with clients and co-workers and to lead subordinate staff effectively
- Confident presenter in a tender situation
- Excellent verbal and written communication skills
- Ability to manage several projects simultaneously
- Well organized with attention to detail
- Proficient in using Microsoft Windows, Excel, Word
- Advanced knowledge of MS Project
- Able to create and manage schedules and budgets
- Prince 2/PMP qualification or equivalent
- Minimum 3 years professional project management experience in a related industry
- Technical knowledge of AV industry favored but not essential