

# JOB DESCRIPTION

**Position:** Project Manager, APAC  
**Reports to:** Operations Manager, APAC  
**Location:** Hong Kong

AVMI are the UK's largest integrator and service provider of audio visual, video conferencing and digital media solutions. Established over 25 years ago, we have global capabilities and hundreds of experienced staff implementing our systems in corporate, retail and public environments.

We employ over 400 members of staff across 6 locations internationally, due to recent success, we are recruiting for a Project Manager to be based in our Hong Kong office.

## ROLE SUMMARY

The Project Manager will 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 & 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.
- 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
- Technical knowledge of AV industry favoured but not essential

## ABOUT AVMI

AVMI provides services to leading organisations in financial services, legal, professional services, retail, defence, government, health and education sectors.

AVMI has focussed its business strategy on providing 'trusted advisor' life-cycle services to clients with a significant portion of growth coming from international business.

AVMI has recently secured a place, for the second year running, in the Sunday Times International Track 200. This international growth has been enabled by AVMI's award winning Global Enterprise Framework of services, helping its multi-site clients to drive consistency and efficiency into their audio visual and collaboration facilities and services across all locations.

Having opened operations outside of the UK in Hong Kong, New York and Dublin, AVMI is planning to secure additional international locations in support of its clients' businesses.

<b>Education Level:</b>	Bachelor's degree holder in fields of computer science, construction or engineering
<b>Years of Experience:</b>	Minimum 5 years AV project related experience in a related industry
<b>Professional Certification:</b>	PMP / PRINCE II certification would be an advantage
<b>Languages:</b>	English proficiency, both written and spoken
<b>Employment Type:</b>	Full-time