

JOB DESCRIPTION

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

ROLE SUMMARY

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.

DUTIES AND RESPONSIBILITIES

- Ensure that projects are completed in a timely and 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 scheduled 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 installers 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 may be required in this position.
- Perform other activities and assume further responsibilities as projects demand and/or as directed by the immediate manager.

SKILL SET REQUIREMENTS

- 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 organised with attention to detail.
- Proficient in using Microsoft Windows, Excel, Word.
- Advanced knowledge of MS Project.
- Able to create and manage schedules and budgets.
- Prince2/PMP qualification or equivalent.
- Experience in related industry.
- 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 focused 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.