



SENIOR PROJECT MANAGER - OFFICE

DESCRIPTION

Oversee the completion on cabling projects from project hand off to project close out with project value being over \$1 million with a yearly cumulative year revenue over \$4 million. With the support of Senior Project Managers and Team Lead, ensure that projects are delivered on time and on budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide overall direction, completion and financial outcome of simultaneous complex cabling projects within various verticals
 - Direct and supervise work of project administration, project superintendents, and engineers to establish operational priorities and maintain satisfactory relationships with owners, subcontractors, unions, etc.
 - Enforce project reporting requirements
 - Manage critical issues
 - Assume overall accountability for jobsite safety and quality
 - Mentor Project Executives
- Ability to provide proper staffing and necessary tools for project
- Order proper materials in a timely manner for each project
- Track labor and material cost throughout the project; invoice projects quickly to maximize cash flow
- Utilize Daily Job Journals, Inventory, Forms and Communications Records to direct field personnel and ensure that schedules are met
- Provide technical assistance to field personnel
- Approve and sign all material invoices and technician timesheets
- Generate and submit change order pricing for all items outside the approved original scope of work
- Perform on-site inspections of local work locations at the project start, midpoint and completion
- Provide required closeout documentation including 'as-built' drawings, cable certification reports and applicable warranties
- Develop new subcontractor relationships; strengthen existing relationships
- Other duties as assigned

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JOB REQUIREMENTS

- Bachelor Degree or equitable years' experience and industry certifications
- 12 plus years PM experience, cabling industry preferred
- Extensive knowledge of cable installation
- Ability to read, analyze and decipher scopes of work
- Excellent oral and written communication skills
- Effective interpersonal skills
- Skill in directing the implementation of telecommunication projects
- Ability to lead people and obtain results through others
- Ability to prioritize conflicting demands
- Ability to train and direct others
- Ability to work effectively with co-workers and customers
- Valid driver's license and clean driving record
- Ability to see things at close vision
- Ability to lift and/or move up to 10 pounds

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