



AV PROJECT MANAGER - OFFICE

DESCRIPTION

This position is responsible for coordinating the scope of work to ensure hours allotted, materials used, tools required and hours of operation for each project meet specific budget requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with management to provide proper staffing and necessary tools for project
- Order proper materials in a timely manner for each project
- Record serial numbers for all equipment and manage project's material inventory
- 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
- Stay current with emerging technologies
- 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 throughout duration of the project
- 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

JOB REQUIREMENTS

- High School Diploma or equivalent
- 5+ years experience in the commercial audio video industry
- Extensive knowledge of commercial audio video installation
- Ability to read, analyze and decipher scopes of work
- Ability to read, analyze and decipher blue prints and line drawings
- Design and program GUI and Control Interfaces (numerous manufacturers)
- Excellent oral and written communication skills
- Effective interpersonal skills
- Skill in directing the implementation of commercial audio video projects

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JOB REQUIREMENTS CONTINUED

- 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

The worker is subject to inside and outside environmental conditions while working or reviewing customer work locations.

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