



PROJECT MANAGER II - OFFICE

DESCRIPTION

Oversee the completion on cabling projects from project hand off to project close out with project values being up to \$1 million with a yearly cumulative year revenue consistently over \$2 million. With the support of Senior Project Managers and Team Lead, ensure that projects are delivered with profitable margins on time and on budget.

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
- 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

JOB REQUIREMENTS

- Bachelor's Degree or equivalent industry experience
- 7-10 years' experience in the telecommunications industry
- Consistently manages projects valued up to \$1,000,000 with yearly cumulative revenue >\$2M
- Prepare simple quotes for MAC requests from existing client base
- Be able to complete change orders independently up to \$500K under the supervision of a Team Lead or Estimator.

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