



ComNet Communications LLC
1 Park Ridge Road, Bethel, CT 06801
www.comnetcomm.com
(203) 794-8040

AV PROJECT MANAGER - OFFICE

DESCRIPTION

This position is responsible for coordination and management of all Audio Visual Projects from planning stage through to completion and billing. Work closely with internal and external customers to insure each project is completed on time and on budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages Audio Visual commercial integration and installation projects for corporate, education and government customers.
- Responsible for overall communication and completion of each project, as well as, communication and project scheduling with client.
 - Coordinates the installation with client, installation and technical personnel, and any associated subcontractors.
 - Responsible for each project from the awarding stage through final project completion.
 - Work directly with customer to establish and publish project timeline and completion date
 - Responsible for communicating project progress/changes to customer
 - Responsible for conducting project meetings with installation and technical staff
 - Assist with scheduling of company installation and technical staff and any associated subcontractors
 - Coordinate ship dates of all project related equipment
 - Coordinate and process any project change orders
 - Coordinate project documentation
 - Work with administration to ensure accurate and timely billing to customer
- 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.
- 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

- 3-5 years of recent audiovisual project management in the A/V commercial integration industry.
- Must have knowledge and experience planning and commercial construction tasks and dependencies.
- High School diploma or equivalent a must Bachelor Degree a plus.
- 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
- Must have project management experience including planning, scheduling, tracking and status reporting.
- Prior hands on technical experience as an Audio Visual installer and/or designer highly desired.
- Experience with control system configuration and commissioning such as Crestron, AMX and Extron.
- Superior communication skills.
- Must be able to manage multiple tasks simultaneously and work well with other people.
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- Design and program GUI and Control Interfaces (numerous manufacturers)
- Excellent oral and written communication skills
- Ability to convey complex information to various levels of employee population.
- Skill in directing the implementation of commercial audio video projects
- CTS certification required or obtained within 1 year.
- CAPM or PMP certifications are a nice to have
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- Ability to lead people and obtain results through others
- Ability to prioritize conflicting demands
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- 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