

JOB DESCRIPTION

Job Title: Project Manager
Department: Integration
Reports to: Operations Manager
Employment Class: Full-Time
Pay Type: Hourly, Non-Exempt
Pay Range: Depending on Experience

SUMMARY

The Project Manager will be responsible for managing all phases of AV installations/projects, including budgetary requirements. They will also act as a liaison between Sales, Design, Installation Technicians and Clients once project has been approved and processed through the orders department. They will be required to perform project scheduling, attend construction meetings, perform pre-installation site surveys, identify and solve issues that will impact the project and schedule, and provide daily project updates/communication with Clients, Sales, Contractors and Design.

Additional duties and responsibilities may include:

- Participation in contract process and project administration when needed/required.
- Ensuring project deliverables and milestones are met, including close out documentation and punch list items.
- The ability to perform system level diagnostics, trouble shoot and report issues to Design Team.
- Lead and manage the installation teams and assist Project Lead.
- Quality control/check on finished product/projects including testing.
- Post project walkthrough with client, communicating system performance to the customer.
- Often assistance with actual installation of products/services.
- Assistance with product returns and change order process.
- Supporting technicians with training endeavors. Help define and work with management on A/V installation best practices and refine associated procedures, templates, tools, and documentation.
- Attend, deliver and complete employee performance reviews with management.
- Integral part of Employee hiring/interview process. Phone interviews, as well as face-to-face interviews.
- Following all safety guidelines of Neurilink and client requirements.
- Assuring technical team is adhering to all safety guidelines of both Neurilink and client requirements.

QUALIFICATIONS AND REQUIRED COMPETENCIES

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and in a timely manner. You must also have:

- Ability to think and work independently.
- Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
- Excellent written and oral communication skills.
- Strong interpersonal and customer service skills
- Experience in reading/understanding architecture, electrical, structural & AV systems drawings.
- A teachable disposition and a willing attitude towards continuing education.
- Flexibility to work outside the job description when the need arises.
- Extensive experience working in a team-oriented, collaborative environment.
- Clean driving record and background check.
- Ability to successfully handle multiple projects.
- Analytical and problem-solving/troubleshoot.
- Deductive reasoning skills.
- High level PC and Network knowledge.
- Strong leadership abilities.
- Self-starter with keen attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Have reliable transportation with the ability to travel – including possible out of town projects requiring hotel/multiple overnight trips.

- Ability to work day, evening or weekend shifts

SUPERVISORY EXPERIENCE

- Experience in managing crews and the ability to work independently

REQUIRED EXPERIENCE

- High school diploma or GED equivalent
- Technical knowledge and proficiency in basic MS office applications
- 3+ years' experience leading and supporting AV projects, completing technical installation of Audio/Visual systems, including equipment rack fabrication, site preparation, termination and calibration of audio and video equipment, and implementation of control systems.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License
 - CTS-I or CTS-D - NSCA or Cedia equivalent a plus
 - PMP certification a plus.
 - Additional Certifications by manufacturer or product a plus
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