

Project Manager

Supervisory Responsibilities: Direct supervisory responsibilities.

A Project Manager, or PM, is responsible for leading a team of professionals in completing projects by a set deadline to uphold business initiatives. Their duties include balancing the budget for different project aspects and advocating for additional funding when necessary; hiring freelance professionals or selecting project team members; and coordinating project schedules to adhere to deadlines.

Responsibilities:

- Take ownership of assigned projects and follow through to completion with limited supervision and direction. Responsible for day-to-day tasks ensuring assigned projects are completed and all deliverables are of the highest quality. Assignments will include high profile projects with multiple peers and subcontractors.
- Manage the development and implementation of office and project life cycle priorities.
- Work directly with customers regarding project details to ensure requirements are understood and achievable in accordance with current service offerings.
- Provide regular status reporting for project activities which is circulated to the key stakeholders. The specific schedule, distribution and reporting requirements will be defined and agreed as part of the Project Initiation activities.
- Maintain proper communication between internal departments and all parties involved throughout the design/implementation/maintenance period.
- Ensure timely completion and delivery of project documents to communicate the wiring design, layout, appearance, and programming requirements of project to field personnel, clients, and others.
- Manage expectations of the client, general contractors, designers, consultants, etc.
- Maintain proactive and regular communication with clients, general contractors, and other project representatives to keep others informed about job progress and schedule.
- Maintain a detailed and accurate to-do list for each assigned project.
- Manage project budget, timesheets, and allocate resources to maximize profitability.

- Schedule, coordinate, and conduct site walk-through's, including site inspections throughout the implementation process and upon the completion of each phase of system installation to ensure quality control.
- Conduct project review and update meetings to review the system design, installation procedures and methodology, or programming details.
- Request the purchase of equipment and materials for assigned projects on a timely basis to ensure that required equipment is in stock and factory tested prior to the scheduled installation date.
- Cultivate contacts within industry and related fields— to obtain information about future developments in the functional area and to try to influence those developments in ways favorable to Modtech Solutions.
- Continuously improve project management toolkits and methodologies used within Modtech Solutions.
- Provide detailed training plan for upward growth and improvement for personal and professional development.
- Participate in outside professional activities to maintain knowledge on developments in the field. Establish liaisons with companies, universities, and other comparable vendor users to keep abreast of status of AV activities at these institutions.

Essential duties of all professional team members:

- Follow regulations and professional ethics.
- Respond to existing client inquiries and requests within one business day or less.
- Adhere to engagement budget constraints and complete assigned tasks within the time requested.
- Strive to attain realization goals.
- Always conduct oneself in a professional manner.
- Follow firm procedures as outlined in the employee handbook.
- Always maintain confidentiality of the firm and its clients.
- Maintain regular attendance and punctuality.
- Maintain accurate and timely records of hours worked.
- All other duties as assigned by management.

Education and Experience: A minimum of a bachelor's degree in either business or management is commonly required for Project Manager roles. PMP Certification is a plus. Continuous improvement and education are paramount to keep up with changing cycles and technologies used throughout daily workflow.

Skills:

- Ability to work independently and aggressively track to project timelines.
- Excellent documentation skills and organized attention to detail.
- An understanding of job financial reports and the ability control costs in the handling of projects.
- Excellent decision making, organizational, interpersonal, writing and presentation skills.
- Must be responsible, self-motivated, detail-oriented, well-organized and able to take initiative to resolve problems and meet deadlines in a fast-paced environment.
- Excellent communication skills and superior customer service skills to work effectively with both internal and external clients.
- Ability to manage multiple tasks simultaneously and to effectively handle stressful situations.
- Strong interpersonal skills; ability to work with diverse groups.
- Proficiency in the use of personal computers including such programs as MSOffice Suite and Microsoft Projects.
- Ability to plan, organize and implement to ensure the successful completion of a project by a specific due date.
- Active Duty Military experience is a plus.