

## JOB DESCRIPTION

### Project Manager

<b>Job Title:</b>	<b>Project Manager – Residential Upgrades</b>
<b>Salary:</b>	<b>Negotiable</b>
<b>Type:</b>	<b>Full-Time, Permanent</b>
<b>Department:</b>	<b>Engineering</b>
<b>Location:</b>	<b>High Wycombe with travel to locations across London and the UK</b>
<b>Report to:</b>	<b>Operations Manager - Residential</b>
<b>Benefits:</b>	<b>Private Health Care, Laptop and Smartphone</b>

#### **Main Purpose of the Role**

Reporting to the Operations Manager, the Project Manager will be responsible for on and off site management of AV/IT/Lighting Control/Window Treatment and CCTV installations in residential environments. Following the departments project management processes, they will be liaising directly with end users, Smartcomm Sales Consultants and Design Team to deliver the project to the client's satisfaction, on time and on budget to the levels of Quality Assurance expected. Applicants should be willing to work away from home for short periods of time as the Smartcomm customer base largely covers the South East, but can extend across the UK, and into Europe. They will be expected to present themselves in a professional manner while motivating their engineering team and driving the project to a successful conclusion.

#### **Main Responsibilities**

- 1) Initiate customer contact at the start of the project to agree schedules and conduct site reviews.
- 2) Co-ordinate the installation right from the first stage, all the way through to the last.
- 3) Perform work on multiple projects within the budgeted cost and to the satisfaction of the client.
- 4) Liaise with other internal departments, clients and contractors, monitor and control time, cost and procurement.
- 5) Ensure that the H&S files are in place for your projects and that safe systems of work are put in place.
- 6) Understand the contractual requirements of your projects.
- 7) Follow all the current Quality System procedures
- 8) Ensure that technical and drawing information is available and correct to allow others to perform their work in an efficient manner.
- 9) Financial management of your projects ensuring on budget completion.
- 10) Represent the company at a senior level with the necessary level of professional conduct and presentation.
- 11) Prepare all documentation at the end of the project for handover to client and make sure a sign off is obtained from the client.
- 12) Any other tasks relating to the successful completion of projects.

**Key Skills & Achievements**

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
At least 5 years' experience of AV installation work.	Degree level education in a practical engineering degree.
At least 3 years' experience in a Project Management role.	Based in the West London area, Berks or Bucks, M40 M4 corridor
Excellent communication with clients and colleagues both verbal and written.	Crestron and AMX programming skills.
Professional practice and appearance.	CEDIA qualifications.
Good time keeping and ability to plan and organise projects and schedule work.	Avixa (InfoComm) qualifications.
Able to work as part of a team.	Site Manager Safety Training Scheme
Be organised and flexible with the ability to approach different types of tasks during the working day.	Project Management qualification e.g. PRINCE 2
Being able to prioritise and work under pressure is essential.	
Be able to work to the highest quality standards with attention to detail ensuring that we complete our work thoroughly, never walking away from a problem.	
Full clean driving licence (minor points will be considered).	
Have a valid passport.	
CSCS card	

To be considered for this position, please submit a copy of your current CV to [info@smartcomm.co.uk](mailto:info@smartcomm.co.uk).