

JOB DESCRIPTION

Project Manager

Job Title:	Project Manager
Salary:	Negotiable
Type:	Full-Time, Permanent
Division:	Commercial
Location:	High Wycombe with travel to locations across the UK and Europe
Report to:	Core Projects Operations Manager
Benefits:	Private Health Care, Laptop and Smartphone

Main Purpose of the Role

Reporting to the Core Projects Operations Manager, the Project Manager will be responsible for on and off site management of AV installations in the commercial environment, with a degree of technical 'hands on' contribution. They will be liaising with clients, main contractors and internal & external project teams, to deliver installations to the highest standard of satisfaction, on time and to budget. Applicants should be willing to work away from home for short periods of time as our client base extends across the UK, and into Europe. They will be expected to present themselves in a professional manner while motivating the delivery team and managing & driving the project to a successful conclusion.

Main Responsibilities

1. Attend internal project handover meetings with a view to taking early ownership.
2. Coordinate all preliminary communications to establish early liaison with relevant parties and contractors.
3. Managing all aspects of the project scheduling in conjunction with any key main contractor programme.
4. Manage multiple projects concurrently whilst maintaining focus on budget and effective project delivery.
5. Liaise with the procurement team to ensure a timely and cost effective purchasing and delivery programme is maintained.
6. Work closely with the design team to ensure all drawings and supporting documentation necessary for accurate and informed delivery of the project, is achieved.
7. Ensure that all Health & Safety documentation and files are maintained for all projects, and that safe systems of work are put in place throughout. Ensure regular reporting and monitoring of all internal and external Health & Safety processes.
8. Identify needs for Method Statements & Risk Assessments (RAMS), and produce effective documentation to support site processes. Ensure all RAMS are administered and adhered to in line with corporate policy.
9. Adopt all current company Quality System procedures.
10. Have capacity to take snapshot views of live project labour usage, budgeted labour allowance and live project progression with a view to reporting targeted status at requested times.
11. Represent the company at a professional level with conduct befitting of the role, at all necessary project and company meetings.
12. Prepare all documentation at the end of the project for handover to the client & for archiving purposes and make sure a sign off is obtained from the client.
13. Carry out occasional project specific engineering tasks where necessary, some of which may involve levels of physical activity and safe working at heights via ladders, podiums, etc. Lone working conditions will be applicable at times in this role.

14. Any other tasks that develop as part of the role, relating to the successful completion and delivery of the commercial 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 3 years' experience in a Project Management role within the AV industry.	Degree level education in a practical engineering degree.
Project Management experience on varying scales of AV projects (up to £500K).	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.
Intermediate Computer Skills including the use of Microsoft Office (Word, Excel, Powerpoint, Outlook, Visio & Project).	Knowledge of Autocad Drawing package.
Good time keeping and ability to plan and organise projects and schedule work.	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.	
ECS or CSCS card	

To be considered for this position, please submit a copy of your current CV to info@smartcomm.co.uk.