

ACCESS

Data Network Solutions, Inc.

www.accessdnsi.com

Description - AV Systems & Integration - Project Manager

WHO WE ARE

ACCESS DNSI is a comprehensive low-voltage contracting firm with a diverse range of services, serving Memphis and Nashville while extending our reach across Alabama, Arkansas, Kentucky, Louisiana, Mississippi, and Tennessee. We transcend traditional solutions and integration by becoming a strategic partner. We thoroughly evaluate our clients' existing capabilities, consider their desired outcomes, and then deliver tailor-made solutions and services to help them achieve their objectives.

WHAT YOU'LL DO

As a Project Manager, you will be overseeing the overall direction, coordination, implementation, execution, control and completion of specific AV systems integration projects. In addition, the Project Manager will ensure projects achieve time, scope, budget, quality, safety and customer satisfaction requirements. You will be responsible for coordinating all activities associated with the timely, accurate, and on-budget completion of the project, according to established ACCESS DNSI Project Management processes and procedures.

Day-To-Day Responsibilities:

- Be a subject matter expert with contractual documentation to determine time to deliver, allotment of available and required internal and/or third-party resources to various phases of project (people and dollars)

- Facilitate internal and external Project Kickoff meeting among Sales, Engineering, Programming, Fabrication & Installation, Customer resources, and Third Party resources (as needed).
- Identify and manage project risk, resolving all project related issues with team or through escalation to management.
- Create and manage comprehensive project schedules and coordinate/verify appropriate resource scheduling for all required project tasks.
- Facilitate project material/equipment orders.
- Manage all project (equipment, labor, miscellaneous, direct, etc.) expenditures based on project budget throughout the project lifecycle, identify problem areas, spearhead resolution and communicate any issues impacting profitability to management.
- Provide and review status/progress reporting of all projects internally and externally. Raise any issues to management at this time for escalation.
- Managed and verify quality of work performed by internal and/or subcontracted resources.
- Raise awareness immediately to management regarding potential claims or back charges or any large costs that will affect ACCESS DNSI financially.
- Ensure that any scope, schedule, cost or change of terms are handled in accordance with established ACCESS DNSI change order procedures.
- Gather and supply ACCESS DNSI Service teams with applicable close-out documentation for future reference.
- Maintain and develop strong relationship with customers with direct interaction with focus on improving customers' perception of on-time delivery, quality, communication, responsiveness and problem solving.
- Respond to communications from customers regarding problems or concerns in a timely and professional manner.
- Travel to various job sites as required.

WHAT WE'RE LOOKING FOR

Must-Haves:

- Proven project management and team leadership experience.
- Demonstrated management of multiple projects using sound time management skills with an exceptional eye for detail.
- Effective communication and interaction skills.
- Creative problem solving and investigation skills to identify complex problems and generate solutions.
- Understanding of all revenue, budget, margin and financial variance factors of assigned projects.
- Demonstrated experience managing projects in the Audio Visual, Construction, Technology or related industry.
- Demonstrated knowledge of technical, contractual, and construction documents.
- Proficiency with Microsoft Office (Word, Excel, Outlook), Microsoft Project (or other project scheduling software).
- Valid Driver's License and a Motor Vehicle Record that meets ACCESS DNSI driving standards.

Nice-To-Haves:

- Minimum 3 to 5 years of experience as a Project Manager in the Audio Visual, Construction, Technology or related industry.
- Comprehension of AV system functionality and installation processes and techniques.
- Formal education in Audio Visual, Construction, Technology or related field.
- Minimum of a High School Diploma or equivalent.

WHY YOU'LL LIKE WORKING HERE

- Medical benefits, including vision and dental
- Paid holidays, sick days, and personal days
- Enjoyable and dynamic company culture
- Training and professional development opportunities

MORE ABOUT US

ACCESS DNSI is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, disability status, or membership in any other group protected by federal, state, or local law.

ACCESS DNSI reserves the right to alter work hours and work location as necessary. Work hours may vary based on client requirements and may include travel to various locations in support of the account.