

## AV Project Manager

It is an exciting time at London AV Solutions, and we are expanding. With our increasing portfolio of work; we have a fantastic opportunity for an experienced AV Project Manager. The successful candidate will join our dynamic team and will be responsible for managing our London & Surrey contracts.

Applications are invited for the position of Project Manager at London & Surrey AV Solutions Ltd. This is a full-time position primarily at our admin office in Guildford, GU3 although there will be travel to London sites required and the possibility to work remotely on occasions. Hours: 9:00am – 5:00pm, Monday to Friday. This role may involve international travel.

We're looking for passionate, dedicated gamechangers to join our team and drive the future of AV Solutions both for the company and our clients. Think you have what it takes? Read on...

1. Are you mad about all things AV? We are looking for people who live and breathe technology and the unique industry we are in?
2. Do you strive to deliver excellence in everything you do? We are looking for people who understand the true meaning of 5\* solutions and service.
3. Are you keen to keep learning! We invest heavily in training and career development. We accept the most unique challenges as a company, so we are continuously learning and innovating.

If you have answered "yes" to these questions, please keep reading to hear more about an exciting new opportunity at London AV Solutions.

### ***The Position:***

With a position at LAVS, you join a team that provides cutting-edge solutions for "5 Star" projects. LAVS is made up of passionate, super-smart, energetic people, who will challenge and inspire you every day. Do you want to be part of something exciting and unique? Then please join us!

### **What you will be doing:**

- Ensure that all members of the project team are directed in an organised, efficient, and effective manner and that projects are run from beginning to end in line with the LAVS Quality Management Processes – evident through successful audits
- Manage multiple projects within the budgeted cost and to the satisfaction of the client(s)
- Plan a project's scheduling work and resources to ensure that the project is delivered on time and within budget
- Ensure that the quality of the delivered system is maintained
- Control and maintain the necessary project documentation in the job files
- Ensure that the H&S files are in place for your projects and that safe systems of work are put in place
- Liaison with other internal departments, clients and contractors ensuring that they know what we need from them and what we need to deliver to them
- Understand the contractual requirements of your projects, and maintain a vigilant eye on when the project deviates from its original scope – being especially proactive in recovering variation income
- Deal with all aspects of the financial management of your projects, including invoicing and variations, ensuring that we are not financially exposed and receive payment in a timely fashion
- To have a good understanding of installation techniques
- Be able to interpret customer requirements
- Be able to accurately estimate the labour and materials costs of systems and apply self-learning to improve estimation for subsequent projects
- Represent the company with the necessary level of professional conduct and presentation
- Maintain project environmental plan

## **Knowledge, skills and Personal Qualities Required**

- Industry specific knowledge is required, a minimum of 3yrs in a similar role specialising in Residential AV installations.
- Proven success in AV Project Management of automated systems utilising Crestron & Control4.
- A strong communicator – verbal and written communication must be of a high standard ensuring that the company's brand is always represented correctly.
- To be able to multi-task effectively and ensure that all tasks for all projects are continuously monitored and the relevant information is passed between parties to conclude any outstanding issues.
- Ability to develop productive working relationships with a wide range of people across all levels.
- Experience dealing with architects, interior designers, client representatives, MEP consultants, technical subcontractors & project teams. Managing the VIP private client relationship.
- Technical briefing and management of third-party specialist contractors for external interfacing of systems.
  
- To have a keen interest and knowledge of the industry, continuously striving to learn more and stay in touch with new trends and technologies.
- Experience in relation to sub-systems such as Lighting Control (Lutron/Crestron/Control4), CCTV (Lilin), Data & Wi-Fi (Cisco, Ruckus, Draytek), Blinds Control, HVAC Integration, Door/Gate Entry (BPT) for example.
  
- A basic understanding of the principles of Networking will be required. You will need to understand the importance of configuring and documenting the network to ensure the standards are met and deployed for all your projects.
- Ability to produce project documentation to a high standard using the following software, Microsoft Office (Essential), ASANA (advantageous), MS Project (advantageous) Microsoft Visio (advantageous), AutoCAD (advantageous).
- Technical briefing and management of third-party specialist contractors for external interfacing of systems.

## **Hours & Benefits**

- Full time position, Monday – Friday, 9am to 5pm less 1hr unpaid lunch break. Flexi-time work policy is applicable to this role.
- Company credit card for all work associated expenses.
- Company laptop and phone provided.
- Summer & Xmas Social Events.
- Salary Range - dependent upon experience including benefit package.